



Australian Government

Department of Education, Employment and Workplace Relations

UETTD RIS22B Implement and monitor the organisational OHS policies, procedures and programs

Release: 1

UETTDRIS22B Implement and monitor the organisational OHS policies, procedures and programs

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

1)

1.1) Descriptor

This Competency Standard Unit covers the implementation and monitoring of the participative arrangements for the management of the organisational OHS policies procedures, programs and issues, including disseminating information on hazards and risk assessment to meet OHS standards. It also encompasses the collation of work group input, as well as implementation of enterprise procedures for resolving OHS issues.

Application of the Unit

Application of the Unit

4)

This Competency Standard Unit is intended to augment formally acquired competencies. It is suitable for employment-based programs under an approved contract of training.

Licensing/Regulatory Information

1.2) License to practice

The skills and knowledge described in this unit may require a licence/registration to practice in the work place subject to regulations for undertaking of electrical work. Practice in workplace and during training is also subject to regulations directly related to Occupational Health and Safety, electricity/telecommunications/gas/water industry safety and compliance, industrial relations, environmental protection, anti discrimination and training. Commonwealth, State/Territory or Local Government legislation and regulations may exist that limits the age of operating certain equipment.

Pre-Requisites

Prerequisite Unit(s) 2)

2.1) Competencies

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

	UEENEEE001B	Apply OHS practices in the workplace
and	UETTDREL04B	Working safely near live electrical apparatus as a non-electrical worker

For the full prerequisite chain details for this unit please refer to Table 3 in Volume 1, Part 2

Employability Skills Information

Employability Skills	3) 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.
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Elements and Performance Criteria Pre-Content

6) Elements: Elements describe the essential outcomes of a unit of competency	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								
1 Prepare/Plan to implement and monitor the organisational OHS policies, procedures and programs	<table><tr><td>1.1</td><td>Works schedule(s), including drawings, plans, requirements, established procedures, and material lists, are received, analysed, if necessary, by site inspection and the extent of the preparation of the work determined for planning and coordination.</td></tr><tr><td>1.2</td><td>Relevant requirements and established procedures for the work are communicated to all personnel and identified for all work sites.</td></tr><tr><td>1.3</td><td>Hazards are identified, OHS risks assessed and control measures are prioritised, implemented and monitored including emergency exits kept clear, to ensure safe systems of work are followed and according to established procedures.</td></tr><tr><td>1.4</td><td>Work is prioritised and sequenced for the most efficient and effective outcome following consultation with others for completion within</td></tr></table>	1.1	Works schedule(s), including drawings, plans, requirements, established procedures, and material lists, are received, analysed, if necessary, by site inspection and the extent of the preparation of the work determined for planning and coordination.	1.2	Relevant requirements and established procedures for the work are communicated to all personnel and identified for all work sites.	1.3	Hazards are identified, OHS risks assessed and control measures are prioritised, implemented and monitored including emergency exits kept clear, to ensure safe systems of work are followed and according to established procedures.	1.4	Work is prioritised and sequenced for the most efficient and effective outcome following consultation with others for completion within
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ELEMENT

PERFORMANCE CRITERIA

- acceptable timeframes, to a quality standard and in accordance with established procedures.
- 1.5 Risk control measures are identified, prioritised, implemented and evaluated against the work schedule.
- 1.6 Relevant work permits are secured to coordinate the performance of work according to requirements and/or established procedures.
- 1.7 Resources including personnel, equipment, tools and personal protective equipment required for the job are identified, scheduled and coordinated and confirmed in a safe and technical working order.
- 1.8 Clients/Customers are provided with alternative methods within the scope, acceptable cost and requirements.
- 1.9 Liaison and communication issues with other/authorised personnel, authorities, clients and land owners are resolved and activities coordinated to carry out work.
- 1.10 Site is prepared according to the work schedule and to minimise OHS risk, damage to property, commerce, and individuals in accordance with established procedures.
- 1.11 Personnel participating in the work, including contractors, are fully briefed and respective responsibilities authorised and coordinated where applicable in accordance with established procedures.
- 1.12 Positioning of road signs, barriers and warning devices is planned in accordance with traffic control management requirements and established procedures.

ELEMENT	PERFORMANCE CRITERIA
2 Carry out the implementation and monitoring of the organisational OHS policies, procedures and programs	2.1 OHS and sustainable energy principles and practices to reduce the incidents of accidents and minimise waste are implemented and monitored in accordance with requirements and/or established procedures. 2.2 First Aid, Pole Top Rescue and other related work procedures are performed according to requirements and/or established procedures. 2.3 Lifting, climbing, working in confined spaces, working at heights, and use of power tools/equipment, techniques and practices are safely exercised according to requirements. 2.4 Hazard warnings and safety signs are recognised and hazards and assessed OHS risks are risk control measures are implemented, preventative action taken and monitored and/or appropriate authorities consulted, where necessary, in accordance with requirements and established procedures. 2.5 Remedial actions are taken to overcome any shortfalls encountered in the work schedule according to requirements and/or established procedures. 2.6 Implementation and monitoring of the participative arrangements for the systematic management of organisational OHS policy procedures, programs and issues are carried out, in accordance with the work schedule and requirements and/or established procedures. 2.7 Essential knowledge and associated skills are applied in the safe implementation and monitoring of the participative arrangements for the management of organisational OHS policy procedures, programs and issues to ensure completion in an agreed timeframe and, to quality standards with a minimum of waste according to requirements. 2.8 Solutions to non-routine problems are identified and actioned using acquired essential knowledge

ELEMENT

PERFORMANCE CRITERIA

		and associated skills according to requirements.												
	2.9	On going checks of quality of the work are undertaken in accordance with requirements and established procedures to ensure a quality outcome is achieved for the client/customer and to a community/industry standard.												
3	Complete the implementation and monitoring of the organisational OHS policies, procedures and programs	<table><tr><td>3.1</td><td>Work undertaken is checked against works schedule for conformance with requirements, anomalies reported and solutions identified in accordance with established procedures.</td></tr><tr><td>3.2</td><td>Accidents, incidents and/or injuries are reported in accordance with requirements/established procedures.</td></tr><tr><td>3.3</td><td>Work site is rehabilitated, cleaned up and confirmed safe in accordance with established procedures.</td></tr><tr><td>3.4</td><td>Tools, equipment and any surplus resources and materials are, where appropriate, cleaned, checked and returned to storage in accordance with established procedures.</td></tr><tr><td>3.5</td><td>Relevant work permit(s) are signed off and, the work completed/returned to service and advised to client/customer in accordance with requirements.</td></tr><tr><td>3.6</td><td>Works completion records, reports, as installed /modified drawing(s) and/or documentation and information are confirmed, processed and appropriate personnel notified.</td></tr></table>	3.1	Work undertaken is checked against works schedule for conformance with requirements, anomalies reported and solutions identified in accordance with established procedures.	3.2	Accidents, incidents and/or injuries are reported in accordance with requirements/established procedures.	3.3	Work site is rehabilitated, cleaned up and confirmed safe in accordance with 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, the work completed/returned to service and advised to client/customer in accordance with requirements.	3.6	Works completion records, reports, as installed /modified drawing(s) and/or documentation and information are confirmed, processed and appropriate personnel notified.
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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

7) Essential Knowledge and Associated Skills (EKAS): This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired of implementing and monitoring the organisational OHS policies, procedures and programs.

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 (EKAS) required is given in Volume 2 - Part 2.2 EKAS. It forms an integral part of this unit.

T2.2.5	Powerline installation safety
T2.3.1	Powerline safety practices
T2.3.2	Powerline safety - implementation and monitoring
T2.8.1	Enterprise specific - policies and procedure instructions
T2.8.2	Enterprise specific - OHS instructions
T2.8.3	Enterprise specific - technical drawings and documents

Evidence Guide

EVIDENCE GUIDE

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

EVIDENCE GUIDE

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 - UET09". 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; and
 - Apply sustainable energy principles and practices as specified in the Performance Criteria and range; and
 - 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; and
 - Demonstrate an appropriate level of employability skills; and
 - Conduct work observing the relevant Anti Discrimination legislation, regulations, policies and workplace procedures; and
- Demonstrated performance across a representative range of contexts from the prescribed items below:

Range of tools/equipment/materials/procedures/workplaces/other variables		
Group No	The minimum number of items on which skill is to be demonstrated	Item List
A	All of the	Relevant OHS Acts

EVIDENCE GUIDE

	following	Regulations Codes of practice
B	All of the following	Application of organisation management systems and procedures to OHS Organisation's procedure for maintaining OHS records
C	All of the following applications of risk management procedures	Undertake hazard identification Risk assessment and risk control in accordance with the hierarchy of control Application of the characteristics of the workforce impacting on the management of OHS
D	All of the following implementation and monitoring procedures.	Provision of relevant information to the workgroup about OHS and the organisation's OHS policies, procedures and programs. Participative arrangements for the management of OHS. Organisation's procedures for identifying hazards and assessing risks. Organisation's procedures for controlling risks. Organisation's procedures for dealing with hazardous events. Organisation's procedure for providing OHS training.
E	At least one occasion	Dealing with an unplanned event by drawing on essential knowledge and associated skills to provide appropriate solutions incorporated in the holistic assessment with the above

EVIDENCE GUIDE

		listed items.
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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.
- Access to a range of emergencies and hazardous events (may be gathered through simulations)
- Access to workplace environment.
- Access to document on current OHS Acts, regulations and enterprise OHS policies and procedures.
- Access to personal protective equipment (PPE)

In addition to the resources listed above, in Context of and specific resources for assessment, evidence should show demonstrated competency working in realistic environment and a variety of conditions

Method of assessment

9.4)

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

9.5)

For optimisation of training and assessment effort, competence in this unit may be assessed concurrently with the following units:

UETTD23B	Implement and monitor environmental and sustainable energy management policies and procedures
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Range Statement

RANGE STATEMENT

8) This relates to the unit of competency 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 implementing and monitoring the organisational OHS, policies and procedures and may include the following:

In accordance with all relevant OHS legislation, particularly: general duty of care; requirements for maintenance and confidentiality of records of occupational injury and disease; provision of information and training; regulations and codes of practice relating to hazards present in work area; health and safety representatives and OHS committees; issue resolution.

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

In accordance with workplace procedures for: risk assessment and management; inspection; housekeeping; participative arrangements, either general or specific to OHS training and assessment; specific hazard policies and procedures; OHS information; OHS record keeping; maintenance of plant and equipment; purchasing of supplies and equipment; and counselling/disciplinary processes.

The following constants and variables included in the element/Performance Criteria in this unit are fully described in the Definitions Section 1 of this volume and form an integral part of the Range Statement of this unit:

- Appropriate and relevant persons (see Personnel)
- Appropriate authorities
- Appropriate work platform
- Assessing risk
- Assessment
- Authorisation
- Confined space
- Documenting detail work events, record keeping and or storage of information
- Emergency
- Established procedures
- Fall prevention
- Hazards
- Identifying hazards
- Inspect

RANGE STATEMENT

- Legislation
- MSDS
- Notification.
- OHS practices
- OHS issues
- Permits and/or permits to work
- Personnel
- Quality assurance systems
- Requirements
- Work clearance systems

Unit Sector(s)

Not Applicable

2.2) Literacy and numeracy skills

2.2) Literacy and numeracy skills

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
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Competency Field

Competency Field 5)

Industry Specific Cross-Discipline Units