



**Australian Government**

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

# **UETTDRIS26B Manage an electricity supply industry OHS management system**

**Release: 1**

## **UETTDRIS26B Manage an electricity supply industry OHS management system**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

1)

##### **1.1) Descriptor**

The competency standard is to be applied to establish, maintain and manage systematic approaches to managing OHS in the Electricity Supply Industry. It will be applied in a management context in terms of responsibility to ensure that the workplace is as far as practicable safe and without risk to employees, clients and other present visitors.

### **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

There are no prerequisite competencies to this unit.

## 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.

## Elements and Performance Criteria Pre-Content

|                                                                                      |                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>6) Elements:</b> 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. |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Elements and Performance Criteria

| ELEMENT                                       | PERFORMANCE CRITERIA                                                                                                                                                                          |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Plan to manage an ESI OHS management system | 1.1 Purpose of the OHS management system is established after data is analysed and expected outcomes of the work are confirmed with the appropriate personnel.                                |
|                                               | 1.2 Legislative requirements and established procedures on policies and specifications for the OHS management system are obtained or established with the appropriate personnel.              |
|                                               | 1.3 Establish procedures and processes for identifying hazards, assessing and controlling risks as well as dealing with hazardous events.                                                     |
|                                               | 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 efficient outcome, completed within an acceptable timeframe to a quality standard and in accordance with established procedures.           |
|                                               | 1.6 Establish and maintain appropriate participative processes with employees and their representatives in accordance with relevant industry standards consistent with enterprise procedures. |
|                                               | 1.7 Deal with and resolve issues raised through participation and consultation promptly and effectively in accordance with procedures for issues resolution.                                  |
|                                               | 1.8 Provide information to employees about the outcome of participation and consultation in a manner accessible to employees.                                                                 |
| 2 Manage an ESI OHS management system         | 2.1 OHS management system(s) decisions are made on the basis of safety and effective outcomes according to requirements and established procedures.                                           |
|                                               | 2.2 Essential knowledge and associated skills are applied to analyse specific data and compare it with compliance specifications to ensure                                                    |

**ELEMENT****PERFORMANCE CRITERIA**

- completion of the project within an agreed timeframe according to requirements.
- 2.3 Work teams are arranged to ensure planned goals are met according to established procedures.
- 2.4 Solutions to non-routine problems are identified and actioned, using acquired essential knowledge and associated skills, according to requirements.
- 2.5 Quality of work is monitored against personal performance agreement and established organisational and professional standards.
- 2.6 Strategic plans are developed incorporating organisation initiatives as per established procedures.
- 2.7 Develop workplace procedures for hazard identification, assessment and control of risks as well as dealing with hazardous events.
- 2.8 Manage and maintain OHS procedures and processes as well as dealing with hazardous events according to requirements and established procedures.
- 2.9 Address identification of all hazards at the planning, design and evaluation stages of any changes in the workplace to ensure that new hazards are not created by the proposed changes.
- 2.10 Develop and maintain procedures for selection and implementation of risk control measures in accordance with the hierarchy of control.
- 2.11 Identify inadequacies in existing control measures in accordance with the hierarchy of control and provide promptly resources enabling implementation of new measures.

| ELEMENT                                                    | PERFORMANCE CRITERIA                                                                                                                                                                                                                                      |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 Complete the management of an ESI OHS management system. | 3.1 Final inspections of the OHS management systems are undertaken to ensure they comply with all requirements and include all specifications and documentations needed to complete the project.                                                          |
|                                                            | 3.2 Appropriate personnel are notified of completion and reports and completion documents are finalised.                                                                                                                                                  |
|                                                            | 3.3 Reports and completion documents are submitted to relevant personnel for approval and, where applicable, statutory or regulatory approval.                                                                                                            |
|                                                            | 3.4 Approved copies of the OHS management systems documents are issued and records are updated in accordance with established procedures.                                                                                                                 |
|                                                            | 3.5 OHS Training needs are identified and an OHS induction and training program developed to fulfil employee's OHS training needs as a part of the enterprise general training program.                                                                   |
|                                                            | 3.6 Training management system(s) are maintained so that individual employee's OHS training needs are easily identified, training attendance monitored and non attendance followed up.                                                                    |
|                                                            | 3.7 Monitoring systems for keeping OHS records to meet regulatory requirements are maintained according to OHS legislative arrangements including identification of patterns of occupational injury and disease within area of managerial responsibility. |
|                                                            | 3.8 OHS system including policies, procedures and programs is assessed according to organisational aims with respect to OHS.                                                                                                                              |
|                                                            | 3.9 Recommendations and improvements to the OHS system are developed, documented and implemented to ensure effectiveness according to established procedures.                                                                                             |
|                                                            | 3.10 Compliance with OHS legislative requirements and established procedures is assessed to ensure                                                                                                                                                        |

**ELEMENT****PERFORMANCE CRITERIA**

that legal OHS standards are maintained as a minimum.

- 3.11 Appropriate personnel are notified on the outcomes of the evaluation(s) and recommendations and completion documents are finalised/commissioned according to established procedures.

## **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 managing an electrical supply industry OHS management system.

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                    |

## 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:

| <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> |
|                                                                                 |                                                                         |                  |

**EVIDENCE GUIDE**

|   |                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | All of the following:                                            | <p>Develop OHS policies and procedures.</p> <p>Implement OHS policies and procedures.</p> <p>Maintain OHS policies and procedures.</p> <p>Report on the principles and practices of the management of OHS including, hierarchy of control, risk management and the impact of the characteristics and composition of the workforce.</p>                                                                                                                               |
| B | All of the following:                                            | <p>Management of system approach to OHS.</p> <p>Management of the organisation's procedure for maintaining OHS records.</p>                                                                                                                                                                                                                                                                                                                                          |
| C | All of the following applications of risk management procedures: | <p>Develop and implement organisation's procedures for identifying hazards and assessing risks.</p> <p>Develop and implement organisation's procedures for controlling risks.</p> <p>Develop and implement organisation's procedures for dealing with hazardous events.</p> <p>Analysis and manage risk assessment and risk control in accordance with the hierarchy of control in the workplace.</p> <p>Design and implement appropriate OHS management systems</p> |
| D | All of the following:                                            | <p>Investigation into OHS training requirements, incidents and accidents with recommendations on action plan.</p> <p>Provide and make readily available relevant information to the workgroup about OHS</p>                                                                                                                                                                                                                                                          |

## EVIDENCE GUIDE

|   |                       |                                                                                                                                                                                               |
|---|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                       | and the organisation's OHS policies, procedures and programs on an ongoing basis. Develop and conduct two (2) information/training sessions on current OHS issues for the workforce.          |
| 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 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.
- Appropriate environmental regulation and work practices.
- Appropriate organisational requirements.
- Appropriate work environment, equipment and tools.

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 in section 6.7 of this competency standard

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.

## EVIDENCE GUIDE

### **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:

BSBMGT507B Manage environmental performance

## 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 managing a electricity supply industry (ESI) OHS management system to be performed in an ESI work environment.

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
- Environmental and sustainable energy procedures
- Environmental legislation
- Environmental management documentation
- Established procedures
- Fall prevention
- Hazards
- Identifying hazards
- Inspect
- Legislation
- MSDS
- Notification
- OHS practices
- OHS issues
- Permits and/or permits to work
- Personnel
- Quality assurance systems
- Requirements

**RANGE STATEMENT**

- Safe design principles
- Testing procedures
- Work clearance systems

**Unit Sector(s)**

Not Applicable

**Custom Content Section****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 | 5 | Writing | 5 | Numeracy | 5 |
|---------|---|---------|---|----------|---|

**Competency Field**

**Competency Field** 5)

Industry Specific Cross-Discipline Units