



Australian Government

Department of Education, Employment and Workplace Relations

UETTDRIS66A Manage an electricity power system OHS management system

Release: 1

UETTDRIS66A Manage an electricity power system OHS management system

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

1) Scope:

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 2)

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

License to practice 3)

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

License to practice 3)
 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) 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 plus all the competencies in one (1) of the
 identified Pathway Unit Group(s):

There are no prerequisite competencies to this unit.

**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)

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 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.

ELEMENT	PERFORMANCE CRITERIA
2 Manage an ESI OHS management system	1.8 Provide information to employees about the outcome of participation and consultation in a manner accessible to employees.
	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 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.

ELEMENT	PERFORMANCE CRITERIA
3 Complete the management of an ESI OHS management system.	2.11 Identify inadequacies in existing control measures in accordance with the hierarchy of control and provide promptly resources enabling implementation of new measures.
	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

ELEMENT**PERFORMANCE CRITERIA**

implemented to ensure effectiveness according to established procedures.

- 3.10 Compliance with OHS legislative requirements and established procedures is assessed to ensure 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

8) 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.

KS01-TIS66A Power system OHS management system

Evidence shall show an understanding of management of an electricity power system OHS management system to an extent indicated by the following aspects:

T1 Safe working practices and procedures for the installation of overhead distribution conductors encompassing:

- Limits of approach for personnel, vehicles, mobile plant and elevating work platforms (EWP)
- Requirements of persons prior to making bare hand contact with dead low voltage mains and apparatus
- Requirements of relevant electrical access permits necessary to allow work to be performed on low and high voltage apparatus
- Safe working practices - requirements to enable safe working on conductive poles, procedure to attach an “on-site” earthing device to de-energised low and high voltage overhead circuit.

T2 Powerline safety practices encompassing:

- Protective apparatus and apparel for linework - responsibilities for the selection, use, maintenance and storage of protective apparatus and apparel and the types of protective apparatus and apparel used for the line worker
- Requirements for the use of ladders - carrying, erecting, collapsing and lowering different types of extension ladder against a standing pole, maintenance checks on different types of ladders, renewal of extension ropes and the safety issues relating to clearances from overhead conductors
- Requirements for climbing and working aloft - methods used to identify a pole is safe to climb, methods used to inspect a line worker’s body belt, application of knots and hitches appropriate to the requirements of a line worker, height safety principles including personal fall protection, prevention and related requirements, and the practical procedure of climbing an overhead structure and fitting a pole chair
- Traffic management - purpose of traffic management and a line worker’s responsibilities in accordance with relevant statutory requirements and electricity supply industry requirements, demonstration of the procedure used to provide an effective traffic management scheme and the use of a two-way radio
- Control of small fires - identification, selection and operation of the appropriate extinguishing mediums for various types of fires, general fire prevention methods

REQUIRED SKILLS AND KNOWLEDGE

and the precautions for personal protection when fighting small fires

- Rescue victims from heights and confined spaces - planning, identifying, the procedures, and establishing responses, developing techniques, involvement of external emergency services and practical demonstration/rehearsals of rescuing a person from heights and from confined spaces and emergency procedures for the rescue of an electric shock victim including CPR
- Requirements for aerial linework - planning, establishing and implementing relevant aviation authority clearances, determining system requirements, aircrew familiarisation with network operations and equipment, requirements for effective communications operations for aerial work.

T3 Implementation and monitoring requirements for powerline safety encompassing:

- Identification of relevant legislation, codes and government guidelines for the implementation and monitoring of OHS in the workplace - Commonwealth/State/Territory legislation relevant to the workplace and the meaning of general duty of care under OHS legislation and common law.
- Workplace OHS enterprise plan - responsibilities of each member of the work team, review process for changing/improving OHS safety plan/standing instructions for the systematic management of OHS in the workplace.
- Relationship between the OHS committee and employees - methods used to collate and distribute/disseminate OHS information, staff development activities and legislation requirements with regards to OHS training, methods of addressing barriers such as literacy and cultural differences and provisions relating to OHS issue resolution
- Hazards associated with Powerline industry - identification of hazards in the workplace, processes used and contributing factors to a hazardous situation assessment of risks and control of OHS risks (risk management), the hierarchy of control and monitoring of risk control measures
- Risk assessment and its management in Powerline industry - principles and purposes of risk management, processes for conducting risk assessment including risk analysis and risk evaluation activities for selecting and implementing appropriate options for eliminating or minimising risk
- Maintenance strategies for OHS programs - developing processes for promoting, maintaining and improving OHS in the workplace and identify techniques for the evaluating and reviewing OHS education and training programs and elements of an effective OHS management system, OHS consultation and accident/incident investigations

T4 Enterprise specific — policy and procedure instructions encompassing:

- Responsibilities and duty of care of employer and employee relationship
- Methods of obtaining the up-to-date information on enterprise policy and procedures
- Rules and regulations
- Induction into workplace - location of work area and storage area, timetable,

REQUIRED SKILLS AND KNOWLEDGE

uniform, personal well-being, housekeeping rules, emergency procedures, evacuation procedures

- Techniques when deal with others - working in teams, customer relation, complaint and issues procedures.
- Overview of enterprise professional development - fire fighting procedures, fatigue management, training and competency development - understanding and promotion

T5 Enterprises specific — OHS instructions encompassing:

- Standards, codes, legislation, supply authority regulations and specific enterprise regulations pertaining to the OHS policies and procedures
- Methods of obtaining the up-to-date information on enterprise OHS policy and procedures
- Specific enterprise personal protection equipment - type and application, where and when to be used, method of replacement, responsibility of maintenance including cleaning inspection and testing, emergency response, rescue, evacuation and First Aid procedures
- Personal well-being – hygiene, fatigue/stress management, drugs/alcohol
- OHS training - induction training, specific hazard training, specific task or equipment training, emergency and evacuation training, training as part of broader programs such as equipment operation
- OHS records including audits, inspection reports, workplace health and environmental monitoring records, training and instruction records, manufacturers and suppliers information such as MSDSs, registers, maintenance reports, workers compensation and rehabilitation records and First Aid/medical records

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.

**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 – UET12". 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 following:	Develop OHS policies and procedures. Implement OHS policies and procedures. Maintain OHS policies and procedures. 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.
B	All of the following:	Management of system approach to OHS. Management of the organisation's procedure for maintaining OHS records.
C	All of the following applications of risk management procedures:	Develop and implement organisation's procedures for identifying hazards and assessing risks. Develop and implement organisation's procedures for controlling risks. Develop and implement organisation's procedures for dealing with hazardous events. Analysis and manage risk assessment and risk control in accordance with the hierarchy of control in the workplace. Design and implement appropriate OHS management systems
D	All of the following:	Investigation into OHS training requirements, incidents and accidents with recommendations on action plan. Provide and make readily available relevant information to

		the workgroup about OHS 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.

**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

10) 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 be demonstrated in relation to managing an 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
- Safe design principles

RANGE STATEMENT

- Testing procedures
- Work clearance systems

Unit Sector(s)

Not applicable.

Competency Field

Competency Field **11)**

Industry Specific Cross-Discipline Units