

RIIGOV201E

Comply with Site Work

Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.



LEARNER GUIDE

RIIGOV201E Comply with Site Work Processes/Procedures

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and Instructions.

Evaluation Copy Only

Table of Contents

1.1 Introduction	4
1.1.1 Why is it Important to Comply with Site Processes and Procedures?	4
1.2 Working Safely	5
1.2.1 Health & Safety Rules	5
1.2.2 Operations Documentation	5
1.2.3 How to Keep Everyone Safe	6
1.2.4 Identify and Confirm Roles and Responsibilities	6
Review Questions	7
1.3 Prepare Work Plans	8
1.3.1 Considerations When Creating Work Plans	8
1.3.2 Consultation When Creating Work Plans	10
Review Questions	11
2.1 Follow Requirements to Carry Out Work	12
2.1.1 Technical Capabilities of Resources and Equipment	12
Review Questions	13
2.2 Adjust Roles to Meet Changing Circumstances	14
Review Questions	14
2.3 Monitor Work and Act on Unsafe Situations	15
2.3.1 Monitor Work Processes	15
2.3.2 Apply Hazard Controls	15
2.3.3 Report Incidents	16
Review Questions	16
2.4 Report Non-Compliance	18
2.4.1 Make Recommendations for Improvements	18
Review Questions	19
2.5 Complete Documentation	20
Review Questions	20
Practical Assessment Instructions	21
Conditions of Assessment	21
Protective Personal Equipment (PPE) Requirements	21
Grounds for stopping the assessment	21
Achieving a Satisfactory Outcome	21
Practical Assessments	22

Evaluation Only

1.1 Introduction

These resources are based on the unit **RIIGOV201E Comply with Site Work Processes/Procedures.**

You will learn about:



- ◆ Planning and preparing for quality outcomes.
- ◆ Preparing work plans.
- ◆ Following procedures and standards for work.
- ◆ Adapting to changes in the work environment.
- ◆ Reporting issues.
- ◆ Completing workplace documentation.

1.1.1 Why is it Important to Comply with Site Processes and Procedures?

Every work site has different jobs, different conditions, different equipment and different requirements. All of these things need to work together smoothly to keep the site running efficiently and to keep all personnel safe.

There are a range of benefits to following processes and procedures:

- It keeps you and other personnel safe.
- It helps you to plan out your work properly.
- It keeps everything on schedule.
- It helps to get everything done in the right order.
- It makes it easier to identify when something is wrong or dangerous.

1.2 Working Safely

You must follow all safety rules and instructions when performing any work. If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way.



1.2.1 Health & Safety Rules

Every workplace has to follow laws and rules to keep everyone safe. There are 4 main types:

Acts	These are laws that you have to follow.
Regulations	These explain what the law means.
Codes of Practice	These are instructions on how to follow the law, based on industry standards.
Australian Standards	These tell you what the minimum requirement is for a job, product or hazard.

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.

1.2.2 Operations Documentation

Before starting your work you need to make sure you have access to all operations documentation for the job. This will help you to do your work in the safest way and make sure all work is compliant.



Operations documentation includes:

- ◆ **Site Details** – the information and safety requirements of the workplace environment (where you will be working).
- ◆ **Hazard Details** – any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.
- ◆ **Task Details** – instructions of what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job.
- ◆ **Faulty Equipment Procedures** – isolation procedures to follow or forms to fill out.
- ◆ **Signage** – site signage tells you what equipment you need to have, or areas that are not safe to be in.
- ◆ **Emergency Procedures** – instructions on what to do in emergency situations, for example if there is fire, accident or emergency where evacuation or first aid is needed.
- ◆ **Equipment and Work Instructions** – details of how to operate plant and equipment and the sequence of work to be done.



1.2.3 How to Keep Everyone Safe

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.



To keep yourself and other workers safe you need to:

- ◆ Follow your instructions.
- ◆ Follow all workplace rules.
- ◆ Make sure all equipment is safe to use.
- ◆ Carry out your work safely.
- ◆ Report any problems.

If you think something is dangerous tell your boss or supervisor as soon as possible.

Your worksite will also have instructions for working safely including:

- ◆ Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- ◆ Handling hazardous materials.
- ◆ Safe operating procedures.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.



1.2.4 Identify and Confirm Roles and Responsibilities

It is important that you and the people you are working with understand your roles and responsibilities for the work being conducted on site. It helps to make sure that everybody knows what is going on, who is doing what and when different tasks need to be completed.

It also means that work can be done efficiently and that everybody knows who is responsible for taking action when the conditions or circumstances on site change.

You need to identify your own scope of responsibility to know when you can make decisions, or when you have to check with your supervisor before you do something.



Responsibilities for reporting information or applying procedures need to be identified as well so that site information is current and the right decisions can be made.

Your own role and responsibilities on site will depend on the type of work you are doing. By locating and checking your work instructions and working safely you can make sure you can act within your scope of responsibility.

Once you have identified the roles and responsibilities for your own work it is essential that you confirm your task requirements with appropriate personnel. This is to make sure that you can complete your job safely, effectively, and in line with site and organisational procedures.



Some of the personnel that you may need to speak with to confirm your roles and responsibilities include:

- ◆ Plant operators.
- ◆ Team leaders.
- ◆ Supervisors.



Review Questions

1.	What are the 4 types of health and safety laws and rules?	<input type="checkbox"/>
1.		
2.		
3.		
4.		
2.	List 3 things that may be included in 'operations documentation'.	<input type="checkbox"/>
1.		
2.		
3.		

3.

What personnel may you need to speak with to confirm your roles and responsibilities?



1.3 Prepare Work Plans

Work plans describe how to complete the tasks assigned to you or your team. Work plans come in many and varied formats and may include routine and non-routine tasks.

Work Plan	Explanation
SLAMS (Stop, Look, Assess, Manage) Plans	These are focused on ensuring you look at each situation, apply risk management practices and apply hazard management principles in each situation. These are the most common form of safety management plan for mining industries.
Work Method Statements (WMS)	These are another form of work plan with a safety focus.
Construction Method Statements	These are plans of how a construction task will be completed.

Preparing work includes writing the plan down in language or terminology that is appropriate for anyone who may need to use it and distributing the plan to those people who need to be aware of what is required of them.

1.3.1 Considerations When Creating Work Plans

When creating a work plan you will need to consider:

Task Requirements

Task requirements should include:

- ◆ Monitoring requirements.
- ◆ Personnel requirements.
- ◆ Plant, equipment, resources and material requirements.
- ◆ Operational techniques required to complete the tasks correctly to the required standards.

Also included should be the activity scheduling, materials delivery, and sub-contractor support requirements (if applicable).

Task requirements will also include the coordination requirements between different tasks, work groups or personnel.



Communication Requirements



Communication requirements include:

- ◆ Internal or team communication requirements.
- ◆ External communication requirements to suppliers, testing agents, surveillance officers, media or community liaison personnel.

You will also need to consider how communications must be conducted, including the equipment required.

Reporting Requirements

Reporting requirements will impact how you conduct tasks and activities. Knowing these requirements allows you to plan for time to complete the reports or for time to collect and collate the information required to go into the reports.



WHS Requirements

These will work closely with the risk assessment and management process. Ensure you know the WHS requirements for the tasks your team members are undertaking to ensure you are able to inform the team as to what is required of them.

Traffic Management Requirements



This could include contracting a traffic management company or having your own trained staff undertaking traffic management.

Traffic management requirements should take into account signage requirements, site access or isolation needs.

The design and creation of traffic management plans is a specialised area that requires additional training.

Environmental Requirements

The protection of the environment is a task that needs to be undertaken by all members of the site. You will need to know the environmental protection requirements so you are able to create work plans that adhere to these requirements.

Quality Requirements

Each activity will have quality requirements. By planning for the quality requirements you will be more likely to achieve them successfully.

Some of the common quality requirements include testing of materials and tasks, compactions, scheduling, and inspection by QA staff.



Site Clean Up and Waste Disposal Requirements



Each project will create waste materials. Sometimes these waste materials can be reused onsite; other times it will need to be disposed of.

In your plan you must know in advance of creating waste materials, what you are going to be doing with them.

Risk Management Requirements

Risk management is the process of reducing or managing the risks when working with a hazard or in a hazardous situation.

It may involve:

- ◆ Hazard identification and reporting.
- ◆ Risk assessment.
- ◆ Implementation of controls including the use of personal protective equipment.



1.3.2 Consultation When Creating Work Plans

It is important to include relevant team members in the process of creating a work plan. This will allow you to draw on a wide variety of experiences, which can make the planning process easier to complete.

Relevant team members could include:



- ◆ Other managers, supervisors or leading hands.
- ◆ Suppliers.
- ◆ Sub-contractors.
- ◆ Team members doing the tasks and activities.
- ◆ Supervisors or managers of external teams you need to coordinate with.

By consulting with others while you are creating a job plan you are:

- ◆ Developing and strengthening your team by showing them you value their experiences and judgement.
- ◆ Allowing for the various contractors and other teams to place their priorities and tasks into the plan.
- ◆ Ensuring greater commitment to the plan and the timeframes.

Make sure your supervisor signs off on your work plans before they are implemented.



Review Questions

4.

What are 3 types of work plans?

1.

2.

3.

5.

List 5 things you need to consider when creating work plans.

1.

2.

3.

4.

5.

2.1 Follow Requirements to Carry Out Work

Any site work that is allocated to you or your team must be completed to the required standard and within the required timeframe.

In order to complete your tasks to the required standard and within the timeframe it is important that you know:

- 1 The standards that must be reached.
- 2 What procedures are to be used.
- 3 How to use the required equipment or plant.
- 4 How to complete the task.

Most tasks will have these requirements detailed in the work instructions.

Follow all instructions carefully and check any details that you do not understand.

If there is some part of the task that you are not able to safely do, you should speak with your supervisor and explain the reasons why, for example you do not have the right equipment, you need specific training or you need other personnel to help out with the task.



2.1.1 Technical Capabilities of Resources and Equipment



Knowing and understanding both the technical and operational capabilities and limitations of the equipment being used allows you to work safely to complete the task without putting yourself or anybody else in danger.

Equipment capabilities and limitations can be identified through the workplace documentation, owner's or operator's manuals and manufacturer's specifications and directions. These should be located with the equipment.

If these documents are not located with the equipment, they will be found within the management systems for your organisation.