RIIIMG301E

Learner Guide Instructions

Who is this document for?

The learner.

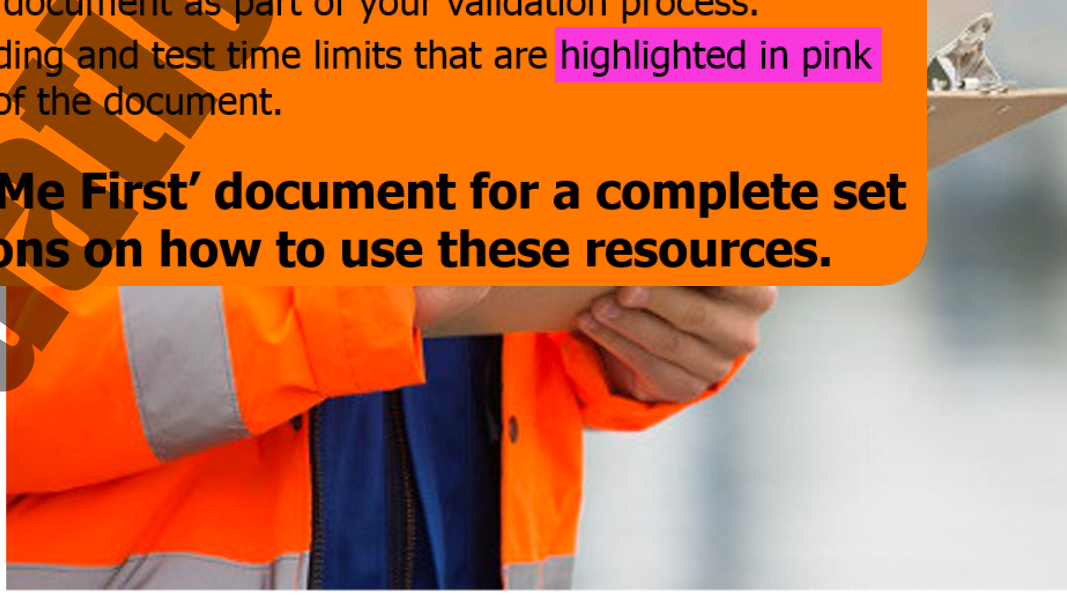
What is in this document?

- 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

RIIIMG301E Maintain Site Records

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.

Table of Contents

1.1 Introduction

This course is based on the unit of competency **RIIIMG301E Maintain Site Records**.

You will learn about:

- Identifying records.
- Processing details.
- Reviewing records.
- Filing records.

1.1.1 Maintaining Site Records

In the resources and infrastructure industry you will be required to maintain many site records. These records will range from documents about everyday activities on site, incidents that happen, plans for site projects, checklists, data from surveys and inspections, and even equipment order forms.

Your role in maintaining site records will involve:

Identifying Records	This may be to complete your own tasks or as requested by site personnel. You will need a knowledge of the various site record keeping systems so that you can quickly identify and access the records you need.
Entering Details	Your main task will be to enter details into site records. Details may include site locations, dates, times, material quantities, work schedules, environmental information and inventory details.
Reviewing Records	This will need to be completed to ensure accuracy of the information in records before they are signed off and put into storage. Any alterations and important information in the records will need to be managed in the way authorised by the site.
Managing Record Storage	After all records have been signed off and the work with them is done, you will need to ensure they are stored correctly. This includes both paper and computer based systems and keeping multiple copies of the records.

You must follow all site, organisational and legislative policies and procedures when maintaining site records.

1.2 Site Policies and Procedures

Your site policies and procedures will define how tasks and activities must be completed in the worksite in order to meet a given standard and will enable you to confirm that the work activity is compliant.

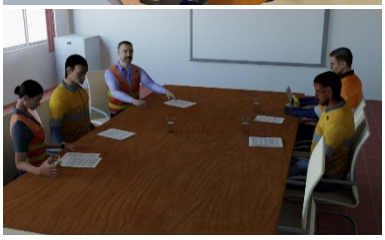
This is an essential process that is relevant to all aspects of a worksite.

1.2.1 Where to Find Site Policies and Procedures

Before starting your work you need to make sure you have access to all of the record keeping documentation relevant to the job.

Sources of your site policies and procedures can include:

- Verbal, written and graphical instructions.
- Signage.
- Work schedules.
- Diagrams or sketches.
- Work bulletins.
- Safety Data Sheets (SDS).
- Charts and hand drawings.
- Memos.
- Plans or specifications.
- Safe work procedures on maintaining site records.
- Manufacturers' specifications and instructions.
- Organisational work specifications and requirements.
- Instructions issued by organisations.
- Regulatory or legislative requirements for site records.
- Relevant Australian Standards.



Every mining or civil construction worksite will have site-specific requirements which are outlined during initial inductions.

Any changes to the documentation should be relayed through to authorised personnel via any of the forms of communication used on the worksite (such as tool box meetings, reports etc.).

1.2.2 Work Method Statements

Many worksites require a work method statement before any work can start, especially 'high risk' jobs. A work method statement is a list of steps that outlines how a job will be done. It also includes any hazards that occur at each step, and what you need to do about them.

These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

You will need to be aware of the types of work method statements that are used on your worksite as well as the ones that apply specifically to your work tasks. This will help you to process and maintain any of these documents that you can come into contact with.

There are also work method statements that outline the steps of how records should be maintained on your site. For example, instructions on:

- Manual handling.
- Computer safety.
- Office safety.
- Lighting and ventilation.

While it might seem strange to have instructions for an office area, it is vital that you do. Just as many incidents and accidents can happen in a site office as happen in the field.

1.2.3 Project Quality Requirements

Every site project will have quality requirements. These outline when tasks need to be completed and the required standard of the work.

They can include:

- Project dimensions.
- Project tolerances.
- Standards of work.
- Material standards.

You may be required to maintain these types of records so you need to understand what they are for and why they are needed. On some sites you may even need to know how to interpret them.

Some of the work instructions might be presented as plans, drawings and sketches. Project plans and drawings give you an overview of the site, for example:

- Location of the site and earthworks in relation to the surrounding area.
- The position of structures, roads, access areas.
- Layout of drainage lines.
- Foundation details and landscaping features.

Depending on the project, drawings may be very detailed or they could be simple sketches.

You should learn about the conventions and symbols used in the project quality requirements so you can understand what the information means.

1.2.4 Emergency Procedures and Records

Every worksite will have specific procedures to be followed in response to emergency situations. These procedures are based on the type of emergency, its severity and the impact it will have on workers.

Emergency situations in a workplace may include:

- Fire.
- Emergency evacuation.
- Incidents or accidents resulting in damage or injury.
- Electrical shock.
- Falls.
- Extreme weather.
- Entrapment.
- Inrush.
- Fumes, vapours or gas leak.
- Explosions.
- Emergencies resulting from working in remote locations.
- Equipment or structure collapse.
- Vehicle collisions.

After an emergency it is vital that all details about the emergency are recorded. This allows for reviews of the causes and response to the situation.

Your workplace should have standard report formats for logging the details of any emergency situation.

Make sure these are completed accurately and in full, then lodged appropriately according to organisational procedures.

Records can include:

- Incident reports.
- Injury reports.
- Investigation reports.
- Maintenance or repair logs.
- Statements and photographs.

1.2.5 Identifying and Documenting Hazards

It is important that hazards are identified, assessed and managed to ensure the safety of everyone on the worksite.

Some hazards you should check for in the work area:

- Darkness.
- Heat, smoke, dust, vapours or other atmospheric hazards.
- Electricity.
- Gas.
- Gases and liquids under pressure.
- Structural hazards and collapse.
- Equipment failures.
- Industrial machinery, equipment and product.
- Equipment or product mass.
- Noise, rotational equipment or vibration.
- Limited head spaces or overhangs.
- Working at heights or in restricted or confined spaces.
- Fire and explosion.
- Hazardous products and materials.
- Unauthorised personnel.
- Sharp edges, protrusions or obstructions.
- Slippery surfaces, spills or leaks.
- Extreme weather.
- Other hazards that might arise.

Once hazards have been identified, they need to be reported using the relevant procedure. In most cases this would be a paper based, or electronic form or register designed specifically for the hazard analysis process.

Part of the hazard analysis process includes clear documentation of identified hazards.

It is important that you give as much detail as possible so that the risks involved can be properly identified and appropriate action or controls can be planned.

Review Questions

1.	List 3 sources of site policies and procedures.	☐

1.

2.

3.

2.	What is a work method statement?	☐

3.	Why should you learn about the conventions and symbols used in project quality requirements?	☐

4.	List four (4) emergency situations that can occur in a workplace:	☐

1.

2.

3.

4.

5.	What are 5 hazards you should check for in the work area?	☐

1.

2.

3.

4.

5.

1.3 Job Requirements

Records are essential for any worksite in communicating job requirements to all personnel.

Records track what has happened, what is due to happen and what has been successful or unsuccessful.

1.3.1 Site Records

You will need to obtain copies of records to match job requirements on site. These may include:

Site Records	Description
Site Diaries	Individual work areas may have a diary that is specific to that area, as well as one that it relevant to the entire site. These diaries are used to trace activities across the site and for planning and goal achievement.
Materials Received or Dispatched	These are traced through dispatch and delivery documents, invoices, visitor logs or other site records.
Incident Reports	These may be subject to investigation or query at a later date. The reports and records that are created during an investigation are vitally important.
Quality Management Records	Contain detailed information on all aspects of activities and how the activities are performed at a certain standard level.
WHS Records	Contain all the required safety and health information for the site.
Environmental Records	Contain the complete requirements for environmental management on the site and must be kept up to date at all times. Any environmental incident onsite must be documented and recorded within the environmental management system. These records may need to be kept for multiple years depending on the needs of your state and organisation.
Inventory Control Records	Shows what products have been used, purchased or delivered to the site. Inventory control records can be used to ensure you always have enough products on hand. This allows you to schedule tasks and activities when products and materials are available.
Records Required by Regulations or Legislation	These could include investigative reports, hazardous substance registers, employment details and documents.
Plans and Specifications	Details relating to materials and quality of work, quality assurance, nominated sub-contractors, provision of site access/facilities, costs.
Drawings	These will generally be included in site plans including locality plans, cross sectional plans, longitudinal plans and structural details. Specifications on the plans provide illustrations, dimensions and project plans with exact job requirements, depths, grades etc.
Details Relating to Performance	These include standards of work, work schedules and standard procedures and practices.

Once you have determined which documents you need, determine how many copies of the document are require.

Multiple copies may be required for attaching to reports going to different people or for records that are duplicates and kept at different locations.

You will need to determine which system your worksite is using before you start using the system.

1.3.2 Reading and Checking Job Requirements

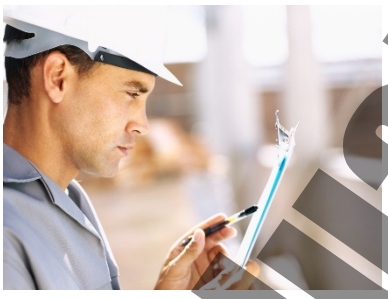
All work needs to follow worksite, environment and company safety procedures.

Understanding your job requirements will help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. It will also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site.

You need to be able to read and understand the documents and records that you will be maintaining.

Having skills in this area will allow you to:

- Enter details into records.
- Read, interpret and follow organisational policies and procedures.
- Follow sequenced written instructions.
- Record accurately and legibly information that has been collected.
- Select and apply procedures for a range of tasks.
- Read and understand the content of records.
- Identify the functions of the documents.
- Identify problems with the documentation.



Being able to read and understand site records and requirements means you can interpret the nature, type or purpose of the documentation and make it easier to take information from one situation and apply it to another.

If you don't understand your requirements or any site records that you are maintaining, you can ask your boss or supervisor. They will tell you where to find further information and explain what it all means.

1.3.3 Retrieval Systems

A retrieval system is a process outlining how you get information from the document control system your site is using.

Each site may have a different retrieval system or the system may be the same across every site within the one organisation.

Computer programs that manage the entire documentation process are becoming more common throughout the resources and infrastructure industry. These programs have the advantage of allowing documents to be scanned, uploaded and accessible to all personnel.

During your initial training and induction you will be shown how to use the system on the site. Whatever system is being used, it is essential that you log any documents you remove in the correct manner and ensure that they are logged back into the system when they are returned.

Review Questions

6.	List 4 types of records that you may need to obtain copies of to match job requirements on site.	☐

1.

2.

3.

4.

7.	What should you do if you do not understand your requirements or any site records that you are maintaining?	☐

8.	What is a retrieval system?	☐

1.4 Document Handling Requirements

Document storage, filing and handling requirements will vary depending upon the system used by your site and whether the main documents used on the site are paper or electronic.

1.4.1 Document Management Systems

Paper based systems can become large very quickly because of the amount of space required for document storage.

A paper-based document management system needs:

- Filing cabinets.
- A filing system.
- Document logs to track who is accessing the documents.
- A willingness to keep the filing system current.

The alternative is computer-based systems. These may be web based so you will need:

- Access to the system.
- Knowledge of the system.
- Computer and passwords for the system.
- File name, numbers or other identifying features.