

Course outline: 112 Risk Assessment E137A
UEENEEE137A - Document and apply measures to control OHS risks associated with electrotechnology work

Qualification:	Certificate III in Electrotechnology Electrician - UEE30811
Applicable to:	Learners, industry/employers, governments, community and Global Energy Training Solutions as the provider
Unit of competency:	Accessible from: http://training.gov.au/Training/Details/UEENEEE137A
Related policies:	<p>Policy & Procedure 1 – Enrolment Policy</p> <p>Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning</p> <p>Policy & Procedure 3 – Learner Support</p> <p>Policy & Procedure 4 – Assessment</p> <p>Policy & Procedure 5 – Academic Misconduct</p> <p>Policy & Procedure 6 – Alcohol & Other Drugs</p> <p>Policy & Procedure 7 – Access, Equity & Diversity</p> <p>Policy & Procedure 8 – Vulnerable People</p> <p>Policy & Procedure 9 – Work, Health & Safety</p> <p>Policy & Procedure 10 – Incident, Injury & Rehabilitation</p> <p>Policy & Procedure 11 – Competency, & Qualification Assessment Decisions</p> <p>Policy & Procedure 12 – Complaints & Appeals</p> <p>Policy & Procedure 13 – Privacy</p> <p>Policy & Procedure 14 – Fees</p> <p>Policy & Procedure 15 – Industry & Employer Engagement</p> <p>Policy & Procedure 16 – Trainers & Assessors</p> <p>Policy & Procedure 17 – Administration & Other Staff</p> <p>Policy & Procedure 18 – Quality Assurance</p> <p>Policy & Procedure 19 – Business & Financial Risk Management</p> <p>Policy & Procedure 20 – Changes to Qualifications or Business</p> <p>Policy & Procedure 21 – Conflict of Interest</p> <p>Policy & Procedure 22 – Records Management</p> <p>Policy & Procedure 23 – Marketing & Advertising</p>
Monitor and review:	Policy & Procedure 18 – Quality Assurance
Responsibility:	Ben Murphy – as Proprietor
Questions/queries:	Feedback and suggestions welcomed: office@gets.com.au (+61) 02 6262 0077

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1. Material requirements

- AS/NZS 3000:2007 incorporating amendment 1 and 2
- Scientific calculator, ruler, pens and pencils
- Note book
- Hand tools
- Covered footwear
- Internet access (provided)

2. Session summary

Day 1	
Required Skills and Knowledge	<p>T1 Risk management and assessment of risk encompassing:</p> <ul style="list-style-type: none"> • Principle and purpose of risk management, and • Processes for conducting a risk assessment • Hazard identification by job analysis and work-site inspections • Recording hazards and assessing the risk. <p>T2 Hazards and risks and control measures in working on construction sites encompassing:</p> <ul style="list-style-type: none"> • Hazards include manual and mechanical handling; working at heights; working in confined spaces; noise; dusts, gases, chemicals. <p>T3 Hazards associated with extra-low voltage, low-voltage and high-currents encompassing:</p> <ul style="list-style-type: none"> • Arrangement of power distribution and circuits in electrical installations • Parts of an electrical system and equipment that operate at low-voltage and extra-low voltage, • Parts of an electrical system and equipment where high-currents are likely. <p>T4 Hazards and risks and control measures associated with high-voltage encompassing:</p> <ul style="list-style-type: none"> • Parts of an electrical system and equipment that operate at high-voltage, • The terms ‘touch voltage’, ‘step voltage’, ‘induced voltage’ and ‘creepage’ as they relate to the hazards of high-voltage • Control measures used for dealing with the hazards of high-voltage. <p>T5 Hazards and risks and control measures in working with low voltage equipment encompassing:</p> <ul style="list-style-type: none"> • Risks in modifying electrical installations, fault finding, maintenance and repair. • Control measures before, while and after working on electrical installations, circuits or equipment. • Isolation and tagging-off procedures. • Risks and restrictions in working live. • Control measures for working live.

	<p>T6 Hazards and risks and control measures associated with harmful, devices, materials, gases, dusts and airborne contaminant encompassing:</p> <ul style="list-style-type: none"> • Harmful devices: gas touches, welding equipment, laser equipped devices and the like. • Harmful materials: gases (refrigerants) and some industrial cleaning agents, fibres of optical cable, thermal insulation • Harmful airborne contaminants: fibres of thermal insulation, fibres of optical cable, fibrous cement materials, asbestos and other fibres in insulation materials.
	<p>T7 Determine the degree of the risk encompassing:</p> <ul style="list-style-type: none"> • The three recognised levels of risk are: • High (potential to kill or permanent disability); • Medium (potential to cause an injury or illness of a permanent nature); • Low (potential to cause a cause minor injury requiring first aid but no permanent disability)
	<p>T8 Use control measures to eliminate or control the risk encompassing:</p> <ul style="list-style-type: none"> • Hierarchy of control measures are: • eliminate the risk by discontinuing the activity. • control the risk by redesigning the equipment • adopt administrative procedures • use of personal protective equipment. • Control measures are formally documented in Job Safety Analysis (JSAs) or Safe Work Methods (SWMs).
	<p>T9 Engaging in monitoring and reviewing processes to ensure control measures remain valid.</p>

3. Elements and Performance Criteria

Elements and Performance Criteria require practice and demonstration in the work place.

Element		Performance Criteria	Work Performance
Identify and document hazards and risks	1.1	Hazards are identified the appropriate persons involved and in accordance with compliance procedures. <i>Typically this will relate to such things as: The type of job, Electrical conditions, Energy levels, Radiation levels, Toxic substances, Airborne particles, Pressure discharge, Explosive atmosphere, Work-site location, General work-site conditions, Specific work location, Moving parts, Tools and equipment, Workers competence and/or capacity and/or personal effects</i>	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.2	Risks associated with identified hazards are determined in consultation with others and documented in accordance with compliance procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.3	Provision is made to accommodate changes to documentation should unforeseen hazards be identified.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
Assign levels of risk and develop and document control measures	2.1	Level of risk is assigned for each identified hazard in accordance with the regulations and following compliance procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.2	Control measures are developed for hazard, level of risk and activity to eliminate and/or mitigate the risk following compliance procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.3	Hazard, level of risk and control measures are agreed to and documented in consultation with all involved in accordance with	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement

		compliance procedures.	<input type="checkbox"/> Not performed
Monitor and review the control measures	3.1	Documented control measures are made available for reference by all involved with the work.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	3.2	Control measures are modified where required in consultation with all involved with the work in accordance with compliance procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	3.3	Documentation of hazards, risk control measures and their application are filed in accordance with compliance procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed

4. Assessments

Assessment	When	Satisfactory mark/outcome
Theory assessment 1	Day 1	70%
Practical assessment 1	Day 1	100%
Practical assessment 2	Day 1	100%
Workplace Observation	After theory and practical assessments	Must be valid, sufficient, authentic and current
Employer Competency report		
Structured workplace experience interview		
Note: Once all theory, practical and on-site assessments are complete, competency assessment decisions can be made in conjunction with the learner, employer and registered training organisation.		

5. Version control

Version	Date of release	Author	Authorised by	Position	Rational for change
V1	5/10/2015	Ben Murphy	Ben Murphy	Proprietor	Initial release
V2	7/2/2017	Ben Murphy	Ben Murphy	Proprietor	Added Elements and Performance Criteria