

Name of Assessed Person:

Registration:

UNIT MEA116: Apply Work Health and Safety Procedures at Supervisor Level in Aviation Maintenance

1. Provide Information to the Work Group About WHS and the Organisation's WHS Policies, Procedures and Programs	a. Analysing the entire work environment in the area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Analysing relevant workplace data, such as incident or environmental monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Assessing the resources needed to apply different risk control measures and make recommendations to management on that basis	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Implement procedures for consulting over workplace WHS issues	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 1.1 Accurately and clearly explain to work group provisions of WHS legislation and codes of practice applicable to maintenance activity.
- 1.2 Provide information to work group members on the organisation's WHS policies, procedures, and programs in a readily accessible manner, and explain as required.
- 1.3 Provide information to work group members about identified hazards, risk assessment outcomes, and risk control procedures, and explain as required.

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UNIT MEA116: Apply Work Health and Safety Procedures at Supervisor Level in Aviation Maintenance

<p>1. Cont'd Provide Information to the Work Group About WHS and the Organisation's WHS Policies, Procedures and Programs</p>	<p>e. Demonstrate communication skills to accurately and clearly convey WHS regulatory and organisational information to work group members</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>f. Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different aviation maintenance activities above</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>g. Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 1.1 Accurately and clearly explain to work group provisions of WHS legislation and codes of practice applicable to maintenance activity.
- 1.2 Provide information to work group members on the organisation's WHS policies, procedures, and programs in a readily accessible manner, and explain as required.
- 1.3 Provide information to work group members about identified hazards, risk assessment outcomes, and risk control procedures, and explain as required.

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2. Implement and Monitor Participative Arrangements for Managing WHS	a. Analysing the entire work environment in the area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary	No. of Entries	1	2	3	
		Ass. Sign.				
		Ass. No.				
		Date				
		Simulated	Yes No	Yes No	Yes No	
	b. Analysing relevant workplace data, such as incident or environmental monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures	No. of Entries	1	2	3	
		Ass. Sign.				
		Ass. No.				
		Date				
		Simulated	Yes No	Yes No	Yes No	
	c. Assessing the resources needed to apply different risk control measures and make recommendations to management on that basis	No. of Entries	1	2	3	
		Ass. Sign.				
		Ass. No.				
		Date				
		Simulated	Yes No	Yes No	Yes No	
	d. Implement procedures for consulting over workplace WHS issues	No. of Entries	1	2	3	
Ass. Sign.						
Ass. No.						
Date						
Simulated		Yes No	Yes No	Yes No		
Performance Criteria:						
2.1 Implement and monitor organisational procedures for consultation over WHS issues, ensuring that all members of work group have the opportunity to contribute.						
2.2 Deal with and resolve WHS issues raised through consultation in a timely manner, or escalate with designated personnel as required and according to organisational issue-resolution procedures.						
2.3 Communicate outcomes of consultation over WHS issues promptly to work group.						

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2. Cont'd Implement and Monitor Participative Arrangements for Managing WHS	e. Demonstrate communication skills to accurately and clearly convey WHS regulatory and organisational information to work group members	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	f. Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different aviation maintenance activities above	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	g. Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 2.1 Implement and monitor organisational procedures for consultation over WHS issues, ensuring that all members of work group have the opportunity to contribute.
- 2.2 Deal with and resolve WHS issues raised through consultation in a timely manner, or escalate with designated personnel as required and according to organisational issue-resolution procedures.
- 2.3 Communicate outcomes of consultation over WHS issues promptly to work group.

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3. Implement and Monitor Organisational Procedures for Identifying Hazards and Assessing Risks	a. Analysing the entire work environment in the area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Analysing relevant workplace data, such as incident or environmental monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Assessing the resources needed to apply different risk control measures and make recommendations to management on that basis	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Implement procedures for consulting over workplace WHS issues	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 3.1 Identify existing and potential hazards in work areas.
- 3.2 Report identified hazards so that risk assessment and risk control procedures can be applied.

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3. Cont'd Implement and Monitor Organisational Procedures for Identifying Hazards and Assessing Risks	e. Demonstrate communication skills to accurately and clearly convey WHS regulatory and organisational information to work group members	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	f. Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different aviation maintenance activities above	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	g. Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	No. of Entries	1	2	3
		Ass. Sign.			
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 3.1 Identify existing and potential hazards in work areas.
- 3.2 Report identified hazards so that risk assessment and risk control procedures can be applied.

Name of Assessed Person:

Registration:

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<p>4. Implement and Monitor the Organisation's Procedures for Dealing with Risks</p>	<p>a. Analysing the entire work environment in the area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>b. Analysing relevant workplace data, such as incident or environmental monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>c. Assessing the resources needed to apply different risk control measures and make recommendations to management on that basis</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>d. Implement procedures for consulting over workplace WHS issues</p>	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 4.1 Implement work procedures to control risks and monitor work group member compliance with procedures according to organisational procedures.
- 4.2 Monitor existing risk control measures and report according to organisational procedures.
- 4.3 Identify inadequacies in existing risk control measures according to the hierarchy of control, and report to designated personnel.
- 4.4 Identify inadequacies in resource allocation required to implement risk control measures, and report to designated personnel.

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4. Cont'd Implement and Monitor the Organisation's Procedures for Dealing with Risks.	e. Demonstrate communication skills to accurately and clearly convey WHS regulatory and organisational information to work group members	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	f. Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different aviation maintenance activities above	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	g. Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 4.1 Implement work procedures to control risks and monitor work group member compliance with procedures according to organisational procedures.
- 4.2 Monitor existing risk control measures and report according to organisational procedures.
- 4.3 Identify inadequacies in existing risk control measures according to the hierarchy of control, and report to designated personnel.
- 4.4 Identify inadequacies in resource allocation required to implement risk control measures, and report to designated personnel.

Name of Assessed Person:

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<p>5. Implement Organisational Procedures and Control Measures for Dealing with Hazardous Events</p>	<p>a. Analysing the entire work environment in the area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>b. Analysing relevant workplace data, such as incident or environmental monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>c. Assessing the resources needed to apply different risk control measures and make recommendations to management on that basis</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>d. Implement procedures for consulting over workplace WHS issues</p>	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 5.1 Implement organisational procedures required to deal with hazardous event to control hazard promptly.
- 5.2 Investigate hazardous event and identify its cause according to organisational investigation procedures.
- 5.3 Implement control measures to prevent recurrence and minimise risks of hazardous event based on the hierarchy of control and within scope of own responsibilities and competencies.
- 5.4 Refer hazardous event to designated personnel for implementation as required.

Name of Assessed Person:

Registration:

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5. Cont'd Implement Organisational Procedures and Control Measures for Dealing with Hazardous Events	e. Demonstrate communication skills to accurately and clearly convey WHS regulatory and organisational information to work group members	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	f. Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different aviation maintenance activities above	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	g. Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	No. of Entries	1	2	3
		Ass. Sign.			
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 5.1 Implement organisational procedures required to deal with hazardous event to control hazard promptly.
- 5.2 Investigate hazardous event and identify its cause according to organisational investigation procedures.
- 5.3 Implement control measures to prevent recurrence and minimise risks of hazardous event based on the hierarchy of control and within scope of own responsibilities and competencies.
- 5.4 Refer hazardous event to designated personnel for implementation as required.

Name of Assessed Person:

Registration:

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<p>6. Implement and Monitor the Organisational Procedures for Providing WHS Training</p>	<p>a. Analysing the entire work environment in the area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>b. Analysing relevant workplace data, such as incident or environmental monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>c. Assessing the resources needed to apply different risk control measures and make recommendations to management on that basis</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>d. Implement procedures for consulting over workplace WHS issues</p>	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 6.1 Identify work group members' WHS training needs, specifying gaps between WHS competencies required and those held.
- 6.2 Make arrangements for fulfilling identified WHS training needs in both on and off-the-job training programs in consultation with required parties.

Name of Assessed Person:

Registration:

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6. Cont'd Implement and Monitor the Organisational Procedures for Providing WHS Training.	e. Demonstrate communication skills to accurately and clearly convey WHS regulatory and organisational information to work group members	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	f. Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different aviation maintenance activities above	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	g. Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	No. of Entries	1	2	3
		Ass. Sign.			
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 6.1 Identify work group members' WHS training needs, specifying gaps between WHS competencies required and those held.
- 6.2 Make arrangements for fulfilling identified WHS training needs in both on and off-the-job training programs in consultation with required parties.

Name of Assessed Person:

Registration:

UNIT MEA116: Apply Work Health and Safety Procedures at Supervisor Level in Aviation Maintenance

<p>7. Implement and Monitor the Organisational Procedures for Maintaining WHS Records</p>	<p>a. Analysing the entire work environment in the area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>b. Analysing relevant workplace data, such as incident or environmental monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>c. Assessing the resources needed to apply different risk control measures and make recommendations to management on that basis</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>d. Implement procedures for consulting over workplace WHS issues</p>	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 7.1 Complete WHS records for work area according to organisational requirements and legal requirements for completing and maintaining WHS records of occupational injury and disease.
- 7.2 Use aggregate information from work area's WHS records to identify hazards and monitor risk control procedures in work area according to organisational procedures and within scope of own responsibilities and competencies.

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Registration:

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7. Cont'd Implement and Monitor the Organisational Procedures for Maintaining WHS Records	e. Demonstrate communication skills to accurately and clearly convey WHS regulatory and organisational information to work group members	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	f. Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different aviation maintenance activities above	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	g. Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	No. of Entries	1	2	3
		Ass. Sign.			
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 7.1 Complete WHS records for work area according to organisational requirements and legal requirements for completing and maintaining WHS records of occupational injury and disease.
- 7.2 Use aggregate information from work area's WHS records to identify hazards and monitor risk control procedures in work area according to organisational procedures and within scope of own responsibilities and competencies.

Name of Assessed Person:

Registration:

Certification of Underpinning Knowledge and Skills to Apply Work Health and Safety Procedures at Supervisor Level in Aviation Maintenance

Competency must be assessed through a combination of workplace (or a realistic simulation) and off-the-job assessment. The context of assessment must ensure that evidence relating to the contingency management component of competency can be collected. Evidence must include observation in the workplace as well as off-the-job techniques, such as interviews and simulations. Conditions for simulations must accurately simulate the range of circumstances (especially with regard to a realistic range of emergencies and hazardous events) that the individual could be expected to deal with in the workplace and allow for discussion.

UNIT MEA116: Apply Work Health and Safety Procedures at Supervisor Level in Aviation Maintenance	
Evidence has been confirmed of the attainment of the following pre-requisite units of competency (as they are related to attainment of the elements of competency specified in this unit).	
Nil	
Evidence has been confirmed of the knowledge requirements for this unit as delivered by a CASR 147 Approved Organisation.	
OR	
Assessment has been conducted to determine that the underpinning knowledge and skills have been achieved in accordance with the Competency Unit.	

Certification of Unit Completion

I certify that I have reviewed the certification of the elements for this competency unit and that all of the competency unit requirements have been met.

Signed: _____ **Assessor No.** _____ **MTO:** _____ **Date:** _____

Name of Assessed Person:

Registration:

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