

# COGTRM11

## Work effectively in a team in transportation of radioactive material environments



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### Overview

This unit addresses the competence required to work with others. This involves:

- 1 those working in isolation, who need to communicate with others
- 2 those working in groups
- 3 accepting and clarifying responsibilities
- 4 providing and receiving support and feedback
- 5 working in ways which maintain your own and others' safety

This unit deals with the following:

- 1 determine and agree individual responsibilities in working with others
- 2 complete work activities in conjunction with others
- 3 provide and receive support and feedback

Radioactive material can potentially cause harm to people, property and the environment, so it is vitally important that you take all necessary safety measures.

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

### Previous Version:

Adapted from Unit 1.13 of Chemical, Pharmaceutical and Petro-Chemicals Operations NOS – version May 2005

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### Performance criteria

- You must be able to:*
- P1 check that you have the required authority to complete the required activity
  - P2 check whether you need to inform others who may be affected by this activity
  - P3 check that all personnel have received the necessary information
  - P4 check that all personnel understand and agree to their responsibilities
  - P5 check that you understand the work activity
  - P6 ensure that you know and understand your responsibility in the activity
  - P7 ensure that the activity proceeds as planned
  - P8 keep other relevant personnel informed of the progress of the activity
  - P9 take appropriate action when disagreement occurs
  - P10 identify when assistance is required
  - P11 give assistance when required if it is within the limit of your authority
  - P12 give constructive support and feedback to appropriate personnel
  - P13 receive support and feedback from personnel
  - P14 if required, communicate with others by the appropriate method
  - P15 deal promptly with any problems that arise, that are your responsibility
  - P16 inform the appropriate person of any problems you cannot solve and/or are not your responsibility
  - P17 follow safe working procedures at all times
  - P18 work within agreed time schedules
  - P19 complete any required documentation clearly and accurately

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### Knowledge and understanding

*You need to know and understand:*

- K1 the definition of authority and responsibility within the organisation
- K2 how to check whether you have the required authority
- K3 your personal responsibility in the operation
- K4 how to check whether others need to be informed
- K5 how to check that all parties understand what is required of them (if required)
- K6 the method of work activity planned
- K7 why it is important that all personnel understand what is required of them
- K8 methods of monitoring the activity
- K9 how to keep all relevant personnel informed of the progress of the activity
- K10 what actions could be taken when disagreement occurs
- K11 how to identify when assistance may be required
- K12 how to give assistance within your limit of authority
- K13 why it is important to give constructive feedback and support in the operation
- K14 how to give constructive feedback and support within the organisation
- K15 what methods of communication to use and when to use them
- K16 the importance of keeping to agreed time schedules
- K17 why it is important to deal with problems effectively
- K18 what typical problems may arise and how to deal with them
- K19 who to inform if you cannot solve the problem and/or it is not your responsibility
- K20 your personal responsibilities with regard to health, safety and environment
- K21 what documentation needs to be completed
- K22 the importance of completing documentation/records accurately and clearly

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### Additional Information

#### Glossary

##### **Responsibility**

That which is given by the appropriate authority

##### **Authority**

This gives the individual/s, permission to perform the activities

##### **Personnel/work situation**

This may include one, or a combination of:

- 1 One to one
- 2 Group/team work
- 3 Where disagreement occurs
- 4 One person to a group situation

##### **Communication**

This may include all forms of communication including:

- 1 Spoken
- 2 Written
- 3 Electronic

##### **Documentation**

This may include all types of documentation that may be used in the organisation, in relation to the activity

##### **Corrective Action**

To be aware of potential hazards involved in the process, and take corrective action when necessary

##### **Feedback/Support**

Assistance given or received within the organisation. All forms of feedback and support should be constructive

##### **Health, safety and environment**

To be aware of all relevant legislation

##### **Participants in transportation of radioactive material**

These include: consignor, consignee, carrier, packers, loader/unloader, driver, Dangerous Goods Safety Adviser, Radiation Protection Adviser, etc

##### **Principles of safe transport of radioactive material**

To protect persons, property and the environment from the effects of radiation by means of:

## **COGTRM11**

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- 1 Containment of the radioactive contents
- 2 Control of external radiation levels
- 3 Prevention of criticality
- 4 Prevention of damage caused by heat

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**Relevant occupations** Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Plant and Machine Operatives

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**Suite** Transportation of Radioactive Materials

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