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## Overview

This national occupational standard defines the competence involved in creating an efficient and effective work environment where operations will be undertaken.

This standard is for those responsible for site operations during gas network construction activities. These activities will usually include the leadership and direction of the members of a team and decision making regarding the approach to take when undertaking the work.

This unit consists of three elements:

- 1 work efficiently in accordance with industry procedures
- 2 organise own and others work and maintain standards
- 3 use and communicate data and information

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## Performance criteria

You must be able to:

### **Work efficiently in accordance with industry procedures**

1. carry out a site-specific risk assessment and review in accordance with company procedures
2. select, check condition, use and store the appropriate PPE
3. organise work and the operational area in an orderly way to minimise hazards
4. store and use work materials and equipment in accordance with the work requirements and approved procedures and practices
5. maintain tools and equipment ready for use and store them in designated places when not required

### **Organise own and others work and maintain standards**

6. organise work to comply with instructions and the agreed schedules
7. use work methods in accordance with approved procedures and practices and optimise the use of time
8. coordinate own work with other personnel and related activities
9. refer suggestions for improvements to work methods to a designated person for confirmation and agreement on the steps to be taken
10. carry out all work to the agreed standards and in accordance with the specification and organisational policy
11. agree any deviations in standards or specification with a designated person before carrying out the work
12. check own work and that of other personnel to ensure compliance with specified standards
13. refer to a designated person any work which may be detrimental to safety or the environment

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14. remove and dispose of waste and surplus materials in accordance with approved procedures and practices
  15. confirm all work is carried out to approved procedures and practices and in compliance with statutory requirements
  16. leave site in a secure, safe and clean condition

**Use and communicate data and information**

17. follow operational and organisational procedures for communicating information to other people
18. maintain records in accordance with operational and organisational requirements
19. check with designated personnel any circumstances where information appears incorrect
20. use organisational information systems to record and store data and information
21. exchange and record information in accordance with operational procedures
22. report to a designated person any situations which require additional intervention
23. refer problems and conditions outside the responsibility of the job role to a designated person using approved procedures

## Knowledge and understanding

You need to know and understand:

### **Working efficiently and effectively**

1. the main responsibilities of the employer and employee under the Health and Safety at Work Act and how to comply with them
2. the main responsibilities of the employer and employee under environmental legislation
3. how to carry out and review site-specific risk assessments
4. the company reporting lines, roles, responsibilities and levels of authority
5. the identification and application of safe procedures for handling hazardous and non-hazardous materials
6. organisational accident recording and reporting procedures
7. the range and use of personal protective equipment for the work activity and procedures for checking PPE is fit for purpose
8. statutory, organisational and emergency reporting procedures
9. approved procedures and practices in the context of the operations, the work activity and the workplace environment, encompassing environmental, organisational, regulatory, emergency, operational and relevant company procedures
10. industry practices and company requirements for the work activity within the remit of the occupation
11. legislative requirements including any licensing or certification or inspection for the work activity
12. procedures and actions to take in the event of emergency
13. the characteristics of work materials, both hazardous and non-hazardous, relevant to the work activity
14. the main physical properties of the range of materials used in work operations, how they can be affected by weather conditions and how they can be protected
15. safe handling of the range of materials being used for the work activity
16. the types of tools and equipment used with the operation and work activity, including hand and power tools and equipment for general and specific work activities
17. the operational and organisational arrangements, designated places and working procedures for storing tools and equipment
18. methods of handling and storing of hazardous and non-hazardous materials
19. the relevant methods of communication used in the work activity
20. safe lifting and handling techniques for the range of tools, equipment and materials
21. the work requirement and specifications, including the work methods and standards, and the time frame for completion
22. the categories and uses of materials in the work activity, including materials used in carrying out the work and materials arising as a result of the work
23. the recommendations for handling, storage and disposal of residual or waste materials resulting from work operations, including recovery of reusable materials

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- 24. how to collect information from plans, schedules, work programmes
  - 25. the processes and sequence of events for the work activity
  - 26. the preparatory work required, including ensuring safety and site security provisions are in place
  - 27. the procedures for leaving site in a safe, secure and clean condition
  - 28. company procedures for completing work activities
  - 29. the work methods and quality control being used for the work activity

EUS GNC001

Create an Efficient and Effective Work Environment for Site Operations  
on Gas Network Construction



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