

WORKPLACE COMPETENCY COURSE & ASSESSMENTS

Course Description:

Our Workplace Competency Course is a non-accredited course aligned with the *National Guidelines for Occupational Health and Safety Competency Standards for Operation of Loadshifting Equipment and Other Types of Specified Equipment* [NOHSC:7019 (1992)].

These guidelines cover the minimum OHS competencies required for safe use and operation of the specified industrial equipment.

These courses are not nationally recognised, but are designed to provide competency assessments for operators at their workplace, doing their required work activities on their work machinery.

During our Competency Assessments, participants will be assessed on (but not limited to):

- Machine and General Safety
- Specific Machine Terminology
- Pre-Start Inspections
- Pre-Operational Inspections
- Start-up and Shut-down Procedures
- Operating Procedures
- Task Specific Techniques
- Loading materials into or onto trucks
- Lifting loads
- Post-Operational Inspections

Cost:

All on-site Workplace Competency training and/or assessments will be quoted on a case-by-case basis. Costing will depend on the machines and the number of participants.

On-site Workplace Competency training and/or assessments may attract a travel charge if the site is located 100kms or more from our main office.

On-site Workplace Competency training and/or assessments may attract an accommodation & meals charge if the training and/or assessments go for more than one day a time.

On-site Workplace Competency training and/or assessments may attract an additional charge if the training and/or assessments require more than one trainer/assessor.

Please contact our office for a personalised quote.

Course Requirements:

- Participants must be 18 years or over to attend this course.
- Participants are recommended to hold their Construction Induction OHS (White) Card if operating Earthmoving machinery
- Participants are required to wear sensible work clothes and steel capped boots, and dress according to the weather for their training.
- Participants are required to bring appropriate sun safety protection

Pre-course reading:

All participants are required to study a Study Guide prior to the assessments.

What to bring:

Participants will be required to bring on the day:

- Photo ID on the day
- Their Construction Induction OHS (Red or White) Card, if they have one
- Their Study Guide **(this is required to be studied prior to the date of the course/assessments)**

Workwear & PPE:

All participants of our machinery or equipment courses are required to wear sensible work clothes (long sleeved shirts) and steel capped boots, bring a filled water bottle for hydration, and **dress according to the weather** e.g.

- Hat (if sunny)
- Sunglasses (if sunny)
- Warm wet weather gear (if raining) Sunscreen (if sunny or windy)

All other required PPE will be supplied by All Skills Services during the course/assessment (unless the course/assessments are being undertaken at a client's site).

Assessments:

Participants are required to complete a written assessment for the machine these Workplace Competency Assessments are for. The written assessment is required to be written in English. All answers are required to be written in words and in English. They are not multiple choice.

They are also required to complete a Practical Assessment on the machine that they use doing the task at work.

On successful completion of these assessments, participants will be issued a Certificate of Workplace Competency for the specific machine and specific workplace they have been deemed competent on, and a photo ID Operator Competency Card.

After completion of the initial course/assessments, it is recommended that participants be re-assessed or provide proof of industry experience every 5 years so as to maintain competency.

Information we will need to know prior to the course:

We will also need to know the following before the date of the Workplace Competency course/assessment:

- the make & model of the machine that will be used for the practical assessment
- is the machine compliant & safe to use?
- do you have any attachments for the machine?
- the address and location of the site where the assessments will take place
- the name of the site contact on the day & also their contact phone number
- are there any site requirements that our assessor needs to know before he comes on-site?
- what tasks do you use the machine for?
- what is your normal start time?
- do any of the participants have any Language, Literacy or Numeracy issues? (This will help the trainer/assessor to tailor the training/assessments to address these issues without isolating or making the participant(s) feel uncomfortable.
- are there any workplace policies or procedures that you would like reiterated during the training?
- have there been any issues, incidents, near misses or accidents that you would like covered during the training?