VERIFICATION OF COMPETENCY (VOC)

Industry Competency Standards - Upgrade

LEARNER'S GUIDE

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MODULE 1 – PLAN JOB

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THE CURRENT EDITION OF THE APPLICABLE REGULATIONS AND CODES MUST BE UTILISED FOR ALL OPERATIONAL REQUIREMENTS.

AT ALL TIMES, REFERENCE TO THE APPLICABLE COMPETENT AUTHORITY IS RECOMMENDED AS THE BEST SAFEGUARD.

This module is based on units of competency extracted from national training packages

Element 1 – Plan job.	1.1. Site information is obtained and related to the task.
	1.2. Hazards and potential hazards associated with the required tasks are identified.
Element 2 – Select and inspect equipment.	1.3. Hazard control measures consistent with appropriate standards are identified to ensure the safety of personnel and equipment.
	2.6. Appropriate personal protective equipment (PPE) is selected and checked.

1.1 INTRODUCTION

This training course is based on a range of Industry Competency Standards from the national training packages. These standards make up a competency-based system for persons performing certain types of tasks.

These Standards supersede the previously accepted NOHSC Standards, against which the competency of plant operators and High Risk Licence holders was assessed.

1.1.1 COURSE OVERVIEW

Throughout this unit you will learn about:

- Planning the job.
- Selecting and inspecting plant & equipment.
- Preparing the site and equipment.
- Performing the task.
- Shutting down the job and cleaning up.

Upon successful completion of this course participants will be eligible to be awarded a Statement of Attainment related to the national Units of Competency, as evidence of partial completion of a nationally recognised Qualification.

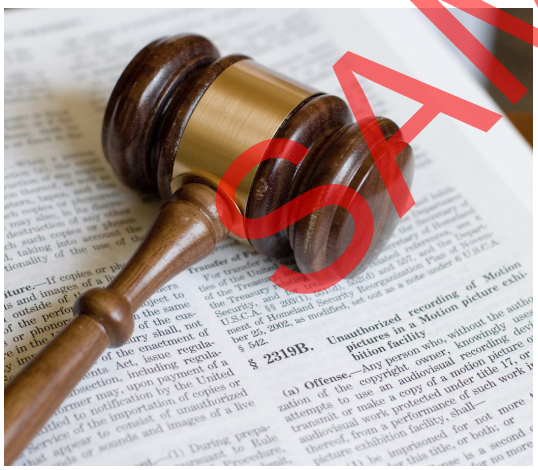
1.1.2 WHAT ARE THE NATIONAL INDUSTRY STANDARDS?

These National Standards :

- Are the minimum competency standards set by the relevant industries for the performance of specific tasks.
- Include the required knowledge and practical skills.
- Relate to work in all industries, including mining, construction, transport (all modes), warehousing and distribution, engineering, etc.
- When clustered into a "package" form a Skills Set or formal Qualification which is recognised in all States and Territories.

1.1.3 HIGH RISK WORK, USERS OF PLANT, AND LEGISLATION

Under the Workplace Health & Safety regulations the person running a business must make sure that these tasks are performed by people who are assessed as Competent.



The business must ensure that you are going to be working safely and efficiently, and without uncontrolled risk to yourself or others.

High Risk Work includes Dogging, operating Cranes & Hoists, Scaffolding, and Rigging, and must be carried out only by persons holding the relevant Licence or formally involved in training with a Registered Training Organisation (RTO).

Workplace training can occur under specific conditions.

Assessment of skills for a High Risk Work Licence can only be done by a registered Assessor, authorised by the jurisdiction Worksafe Authority or equivalent.

Operation of Plant can only be carried out by persons determined to be competent to do so.

Assessment of competency can be undertaken by an authorised and experienced competent operator, or may have been attested to by a previous employer.

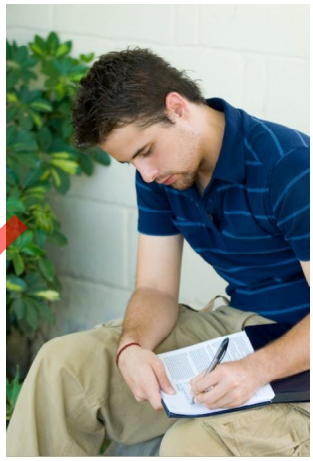
It is important that all Plant operators are given appropriate on-the-job training, receive adequate information and/or supervision so that risks to health and safety are minimised.

1.1.4 VERIFICATION OF COMPETENCY

Current industry regulations require employers and persons conducting a business undertaking (PCBU) to ensure their workers can clearly demonstrate their ability to perform the tasks related to their job role when plant is used. A Verification of Competency (VOC) is a method of assessment that can be used to demonstrate the worker's ability to operate equipment and/or undertake the responsibilities of these roles.

You may be asked by a new employer to demonstrate your ability to operate the equipment and perform the tasks relevant to your job role. With the introduction of new regulations placing more responsibility on the employers to ensure their staff's training is kept up-to-date, more and more companies are requiring workers to hold a Verification of Competency (VOC) before they are able to commence work onsite.

For a VOC to proceed, the applicant must:



- Hold a current HRW licence granted under WHS law by a WHS regulator, or
- Hold a certificate of competency, old style licence, Qualification card or "ticket" for the plant and/or equipment, issued in accordance with the WHS regulator rules.
- Not have been found guilty of any offence under the WHS/OH&S Act or the Regulations in any jurisdiction.
- Declare if they have ever previously had an equivalent Plant ticket or HRW licence refused, suspended or cancelled under the WHS/OH&S Act or regulations in any jurisdiction.

The application for VOC must include sufficient ID to positively identify them, and under no circumstances can any applicant provide false or misleading information.

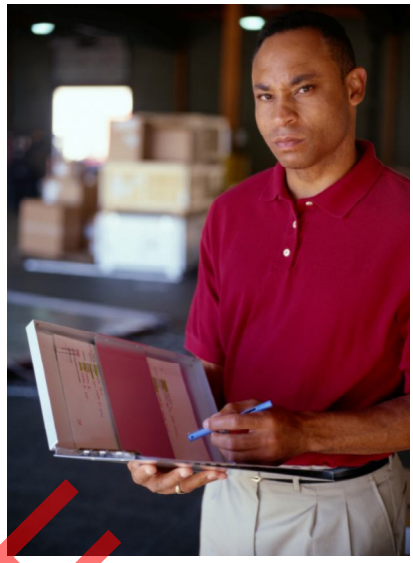
Identification details may include:

- Full name and date of birth.
- Evidence of identity (e.g. driver's licence, passport).
- Other ID items, such as utility bills, bank statements, credit cards, or photographic ID like a HRW photo licence.

As a Licence is valid for a maximum of 5 years, it is recommended that Verification of Competency (VOC) is conducted at least each 2½ years to make sure skills and knowledge are retained at the highest practicable level, and to the current standard.

REGULATIONS CHANGE OCCASIONALLY, AND A VOC PROVIDES AN IDEAL REFRESHER AND OPPORTUNITY TO KEEP UP WITH THE LATEST REGULATORY RULES AND PROCEDURES.

1.1.5 OPERATOR RESPONSIBILITIES



The holder of a Plant operator ticket or a HRW licence is responsible for taking reasonable precautions and exercising proper diligence in performing all high risk work.

Failing to work safely can lead to the operator being penalised under WHS regulations:

1. HRW licence may be suspended or cancelled, or
2. The regulator may refuse to renew a licence, or
3. The regulator may prohibit the operator from carrying out plant operations until retrained and re-assessed, or
4. The operator may be charged and prosecuted under the WHS Act (or equivalent).

Under no circumstances may an employer/PCBU allow a person to conduct high risk work or operate plant and equipment if they are not competent to do so. If an operator is no longer competent to carry out the work, they must stop doing the work and be provided with suitable training.

1.2 OCCUPATIONAL HEALTH & SAFETY/WORK HEALTH & SAFETY LEGISLATION

Occupational Health & Safety/Work Health & Safety (OHS/WHS) legislation is defined as laws and guidelines to help keep your workplace safe.

Legislation can be broken down into four main types:

Acts	Laws to protect the health, safety and welfare of people at work.
Regulations	Give more details or information on particular parts of the Act.

Codes of Practice	Provide practical instructions on how to meet the terms of the Law.
Australian Standards	Give you the minimum levels of performance or quality for a hazard, work process or product.

1.2.1 HARMONISATION OF WORK HEALTH & SAFETY LEGISLATION

In response to industry calls for greater national consistency, the Commonwealth, states and territories have agreed to implement nationally harmonised Work Health & Safety (WHS) legislation to commence on 1 January 2012.

While not all states and territories have actually implemented the model WHS legislation as of the start of 2012, it is important to be aware of these changes, as all states and territories will eventually implement them.

Harmonisation aims to develop consistent, reasonable and effective safety standards and protections for all Australian workers through uniform WHS laws, regulations and codes of practice.

1.2.2 KEY ELEMENTS OF THE WORK HEALTH & SAFETY LEGISLATION

The following key elements of the WHS legislation will impact the way you do your job, and the responsibilities of your workplace:

1. There is a primary duty of care requiring ***persons conducting a business or undertaking (PCBU)*** to ensure, so far as is ***reasonably practicable***, the health and safety of ***workers*** and others who may be affected by the carrying out of work.

2. A requirement that ***officers*** of corporations and unincorporated bodies exercise ***due diligence*** to ensure compliance.

3. ***Workers*** must exercise reasonable care that their acts or omissions do not adversely affect the health and safety of persons at a workplace.

The legislation also outlines requirements for:

- The reporting requirements for notifiable incidents.
- Licences, permits and registrations (e.g. for persons engaged in high risk work or users of certain plant or substances).
- Provision for worker consultation, participation and representation at the workplace.
- Provision for the resolution of health and safety issues.
- Protection against discrimination.

Many specific details relating to WHS will be negotiated within the workplace in accordance with the legislation.

It is important that you speak with your Health and Safety Representative or supervisor for more information on how these elements will effect your day-to-day operations, or if you have any concerns relating to health and safety.

A list of common WHS terms and their definitions can be found at the rear of this guide in Appendix 1.

The following OHS/WHS legislative requirements will affect the way that you work:

- Australian Standards.
- Industry OHS/WHS Standards and Guidelines.
- Duty of Care.

- Workplace rules and procedures.
- Job Safety Analysis (JSA) and Safe Work Method Statements (SWMS).
- Safety Codes of Practice.

Talk to your Supervisor, OHS/WHS officer or representative if you have any questions about OHS/WHS legislation.

1.2.3 DUTY OF CARE

All personnel have a legal responsibility under duty of care to do everything reasonably practicable to **protect others from harm** by complying with safe work practices.

This includes activities that require licences, tickets or certificates of competency or any other relevant state and territory OHS/WHS requirements.

Duty of care involves:

- Employers/PCBUs and self-employed persons.
- Persons in control of the workplace.
- Supervisors.
- Designers.
- Manufacturers.
- Suppliers.
- Workers.
- Inspectors.

1.3 WORKPLACE REQUIREMENTS

Each workplace or worksite has a series of requirements, rules and procedures that need to be followed to help ensure the safety of everyone on and around the site.

These requirements and procedures may be different from site to site so it is very important that you determine the rules for the site when you arrive.

Before you start any work you need to consult with authorised personnel/workers such as:

- Supervisors.
- Safety officers.
- Other personnel/workers.
- Site engineers (if applicable).
- Site or operations managers.

You may also have to attend a site safety induction, and arrange work permits.

Some of the ways that requirements can be communicated are shift briefings, work orders, toolbox meetings, work handovers or transitions.

These orders and instructions may be written or verbal. How the requirements are given will depend upon the process and the complexity of the task. It is essential that you are able to read, understand and interpret plans, reports, maps and specifications because most of the worksite information that you require to complete your job will be contained in these documents. You need to be able to do this to ensure you are receiving the full amount of information that will allow you to complete your tasks. **If in doubt, ASK!**

If you feel you need further help with reading and interpreting these documents, you should speak with your site training officer or your assessor.

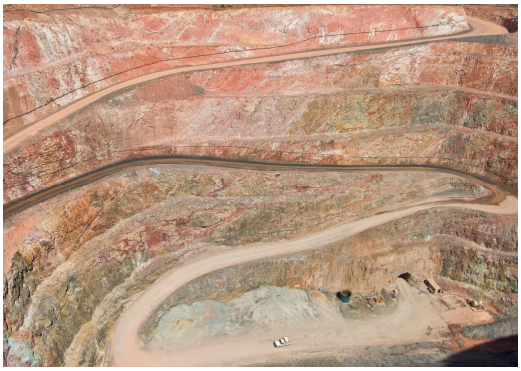
Information contained in the work requirements and site procedures could include:

Nature and scope of the tasks
These are the details of what you will be doing and how you must complete the tasks.

Permits
This will involve identifying and obtaining any permits or licenses required to undertake the activities.

Achievement targets
Required or estimated productivity targets.

Operational conditions
Relevant site conditions that may affect the operation of the machine e.g. slopes, soft ground, bulky materials, Haul road access and steepness of roads which can determine travel time and driving hazards.



Site layout
Including any out of bounds areas, traffic management plans or vehicle movement plans, barricades and signage requirements and checking that you understand the meanings of the barricades and signs.

Lighting conditions
Including other weather conditions that may affect the worksite or shaft lighting in an underground environment.

Plant or equipment defects
Workplace procedures for plant inspection, reporting defects and maintenance requirements.

Hazards and potential hazards
Site specific hazard and risk assessment, site conditions that may affect the operation of the machine, such as slopes, soft ground, bulky materials.

Coordination requirements or issues
Reporting and work coordination. This may include traffic management or vehicle movement plans or working with more than one excavator.

Worksite inspection requirements
These could be the requirements that you will have to meet and have your work inspected to, but can also include the inspections you are required to carry out, such as vehicle inspections

Signage and barricade requirements
If any new or unusual signs have been used, they will be explained. These requirements could also include instructions for erecting signs and the need to have barricades erected for a specific work task.

Floor requirements
These can include gradients and levelling requirements and the need for cleanliness for the safe operation of the site.

1.3.1 SAFE WORK PRACTICES

Safe work practices are methods that must be implemented to make sure a job is carried out as safely as possible.

Safe work practices include:

- Day-to-day observation of OHS/WHS policies and procedures.
- Emergency procedures.
- Risk assessment.
- Use of basic fire-fighting equipment.

Safe work practices are governed by legislative requirements and workplace procedures.

Safe work practices relate to:

- Drugs and alcohol at work.
- Access to site amenities, such as drinking water and toilets.
- General requirements for safe use of plant and equipment.
- General requirements for use of personal protective equipment and clothing.

- Smoking in designated areas.
- Housekeeping to ensure a clean, tidy and safe work area.
- Preventing bullying and harassment.
- Storage and removal of debris.

Safe work practices should be referred to when completing Safe Work Method Statements as a guideline for how to carry out a task safely.

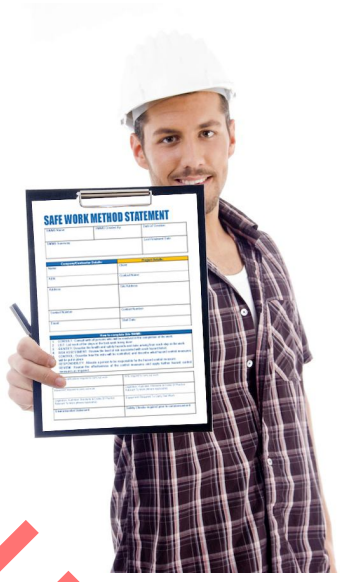
1.3.2 SAFE WORK METHOD STATEMENTS

A Safe Work Method Statement (SWMS) details how specific hazards and risks, related to the task being completed, will be managed. It is developed by the employer/PCBU for their employees/workers.

Safe Work Method Statements fulfil a number of objectives:

- They outline a safe method of work for a specific job.
- They provide an induction document that workers must read and understand before work.
- They assist in meeting legal responsibilities for the risk management process, hazard identification, risk assessment and risk control.
- They assist in effectively coordinating the work, the materials required, the time required and the people involved to achieve a safe and efficient outcome.
- They are a quality assurance tool.

Completing a SWMS:



- Break the job down into logical steps taking into consideration what is required to be achieved by the task.
- Against each step, identify the workplace hazards in this activity, i.e. the ways that a person [or plant] could be injured or harmed [or damaged] during each step.
- Decide on measures required to mitigate hazards, i.e. what could be done to make the job safer and prevent the injuries or harm that may occur.
- Identify roles and responsibilities for actions and outcomes to make sure risk controls are carried out and supervision of the process occurs.
- Ensure the SWMS is fully understood by all workers prior to commencing the task.

A SWMS must be prepared in consultation with those people who will be doing the job.

The Safe Work Method Statement must be available for inspection at any given time. It must also be reviewed each year and amended if necessary.

Safe Work Method Statements may also be referred to as Safe Work Procedures (SWP) or Job Safety Analysis (JSA).

A Safe Work Method Statement Template can be found at the rear of this guide in Appendix 2.

1.4 GATHER SITE INFORMATION AND PLAN JOB

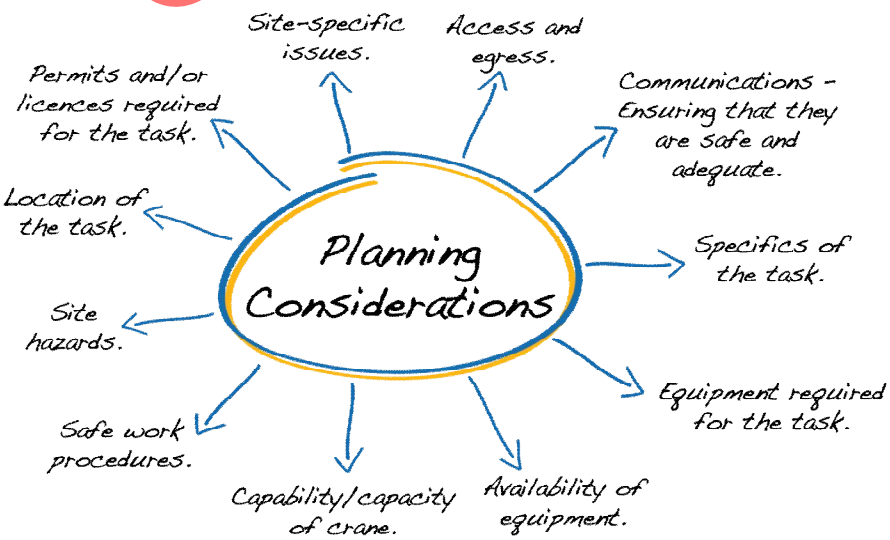
Planning the job before you start is an important step in any high risk work. You need to plan and be well prepared to ensure each task is completed safely and to a high standard. You also need to obtain the relevant site information and relate it to your work activities.

1.4.1 PLANNING AND PREPARING FOR YOUR WORK

Before beginning a job remember to consider:

- **Job or Task Requirements** – Think about everything the job involves such as: What is the job? Where is the job? What do I need for the job? What type of plant and equipment will be used?
- **Priorities or Sequencing** – Break the entire job into tasks and put them in a logical order. What tasks need to be completed before others can begin.
- **Site Rules and Regulations** – Find out and understand any regulations or site rules that affect your job. If you are unsure, speak to your supervisor.
- **Permits and Procedures** – Find out if you need a permit to complete this job. If so you need to ensure that you have one and that it is current.
- **Risk Management** – This involves managing any risks or hazards that are relevant to your task.

As an example, areas that you should consider when planning dogging tasks should include:



1.4.2 CAPABILITY OF EQUIPMENT

Each type of plant or equipment will have it's capacity documented in an operators manual, and usually displayed on a Load Chart or Data Plate of some sort.
This information must be referred to, and clearly understood, so that equipment is not overloaded (this can result in extreme danger – consequences could include fatalities).

As an example, the load chart on the crane must display the maximum load that can be lifted:

- With any length or configuration of boom or jib.
- At any radius of the load from the centre of the crane slew ring.
- With the crane free (unpacked) at the ends.
- With the crane free (unpacked) at the sides.
- With the crane stationary on outriggers.

The dark line across the chart indicates the different damage categories that might occur if overloaded.

CRANE LOAD CHART

Showing Rated Lifting Capacity (in tonnes) On Fully Extended Outriggers

Radius	10.1m Boom		18.1m Boom		26.0m Boom	
(m)	Over Rear	Over Side	Over Rear	Over Side	Over Rear	Over Side
3.0	25.00	25.00	14.00	14.00		
3.5	21.70	21.70	13.40	13.40		
4.0	18.50	18.50	12.75	12.75		
4.5	15.50	15.50	12.15	12.15		
5.0	12.80	12.80	11.60	11.60	7.40	7.40
5.5	10.50	10.50	10.00	10.00	7.10	7.10
6.0	8.80	8.80	8.70	8.70	6.65	6.65
6.5	7.70	7.55	7.70	7.70	6.40	6.40
7.0	6.85	6.60	6.85	6.60	6.10	6.10
7.5	6.20	5.70	6.20	5.70	5.75	5.75
8.0	5.60	4.95	5.60	4.95	5.40	5.40
8.5	5.05	4.36	5.05	4.35	5.00	4.80
9.0			4.60	3.85	4.60	4.35
10.0			3.90	3.10	3.90	3.50
11.0			3.30	2.65	3.30	2.95
12.0			2.80	2.25	2.80	2.50
13.0			2.40	1.95	2.40	2.15
14.0			2.10	1.55	2.10	1.80
16.0					1.55	1.30
18.0					1.20	0.95
20.0					0.90	0.60
22.0					0.70	0.40
24.0					0.55	0.25

ANY OVERLOADING ABOVE THE DARK LINE RESULTS IN STRUCTURAL DAMAGE.

OVERLOADING BELOW THE DARK LINE RESULTS IN CRANE INSTABILITY.

Another common example is a forklift Load Chart or Data Plate.
Refer to the Data Plate to identify the maximum load that can be lifted in any given configuration.

FORKLIFT LOAD CHART
(example only)

MODEL	SERIAL NO	MAX HEIGHT	MAX BACK TILT
XTQ300a	ACLF-011	3855mm	10 DEGREES

WARNING
1. DO NOT LIFT LOAD UNLESS PLACED EVENLY ON FORKS.
2. DO NOT TRANSPORT OR MANOEUVRE WITH LOAD RAISED EXCEPT TO CLEAR OBSTRUCTION AND THEN ONLY WITH MAST TILTED BACK TOWARD DRIVER.

MAST VERTICAL				
	LENGTH mm	FORK HEIGHT mm	LOAD CENTRE mm	WORKING LOAD LIMIT kg
Forks	1065	3855	800	2010

MAST FORWARD TILT 10 DEGREES				
	LENGTH mm	FORK HEIGHT mm	LOAD CENTRE mm	WORKING LOAD LIMIT kg
Forks	1066	3855	800	1755

Never exceed the stated capacity of any equipment without engineering advice, and specific written permission of the site management.
In each case a SWMS would have to be raised to ensure the extra risk was controlled (an example of this is an engineered heavy lift for a crane – which may exceed the rated capacity by up to 10%).

1.4.3 APPLYING SITE INFORMATION

Site information such as local conditions (access and egress) or work method statements will help in determining how the job is to be performed. It is important to consult with the relevant personnel before starting work to make sure that the workplace rules and procedures are adhered to.

You may need to obtain special approval for any crane, excavation, or plant work to be performed on site. As an example, some old manufacturing sites are riddled with underground services, so locating these prior to trenching is essential. Talk to the supervisor about the work you are intending to do.

1.4.3.1 ENVIRONMENTAL REQUIREMENTS AND CONSTRAINTS

Working within any industry that disturbs the environment in any way, you need to be aware of the environmental constraints that you are working under. Mining and Construction are included.

Environmental requirements are those things that <u>must be done</u> to protect or enhance the environment or to comply with the environmental management plan.

Environmental constraints are those activities that <u>must not be done</u> or those activities that must be done in a particular way. These could include how to apply chemicals to a stockpile, how to create a topsoil stockpile that keeps the seeds in the soil viable.

Some environmental requirements and constraints you may need to work under could range from noise and dust management to reclamation of the site. A plant operator will often have to meet specific requirements under the site's environmental procedures. Some of these could include:

Start times for vehicles
Generally only used when a quarry, mine or construction site is located within hearing of a town or village. May not apply to large mines that are operational 24 hours a day.

Dust
Dust can be an OHS issue as well as an environmental problem. A plant operator or vehicle driver will create dust. On a mine site or a quarry, it is impossible to move large amounts of materials without creating dust in some amount.

Your task is to minimise the amount of dust you create.

Contamination control requirements
These requirements will outline what you need to do in the event of a contamination situation. This contamination could come from fluids leaking from a machine, spillage of fluids from service activities, but could also include contamination in the form of the wrong materials being placed in an area. These contamination control requirements are necessary and vital on every site.

It is essential that you understand them.

Environmental management policies and procedures vary greatly within worksites depending upon the tasks being undertaken.

It is important for each member of the work team to be aware of the requirements that apply to the tasks they are undertaking.

For any requirements that you are unsure of, you should check with your supervisor or other authorised people outlined in your site safety induction. .

1.4.3.2 SITE PRODUCT CHARACTERISTICS

Product identification involves checking characteristics of the materials you will be working with as these material properties can affect how you do the task.

Characteristics are things such as the hardness or grade of the materials, the chemical composition of the materials, any hazards associated with the materials.

1.4.3.3 SITE AND PROJECT QUALITY REQUIREMENTS

Every site will have quality assurance or quality management requirements that must be met. These can range from standards of work through to the timeframes for tests to be conducted.

Knowing what requirements you need to meet will allow you to meet the requirements without a problem. Quality requirements underpin every aspect of the worksite.

If you are unable to meet the quality requirements of your site, speak with the supervisor or quality assurance officer for clarification on the requirements.

Project Quality Plans
Each plan will detail the dimensions of the project, the required standards and allowable tolerances and the materials standards. These project quality plans could include drawings, sketches, specifications and client specific documentation.

The procedures that will be used on the site will be based on the requirements contained in these project quality plans and specifications. To apply these requirements, you need to follow the plans and procedures exactly and speak with your supervisor or site quality officer if you are having problems meeting these requirements.

1.4.3.4 SITE OPERATIONAL PROCEDURES

These are the procedures used on the site to outline and detail how each task is to be completed. There will be procedures for every task undertaken regularly on the worksite including:

- Hazard identification and control.
- Location of, and working around overhead and underground services.
- Machine operation.
- Personnel safe work practices.
- Restricted access areas.
- Traffic control requirements.
- Procedures and precautions for working at heights or near others.
- Protection of worksite visitors.

Your worksite induction will give you details of the operational procedures that must be followed.

1.4.4 SAFETY REQUIREMENTS

Before starting each task you need to be sure you are aware of the safety requirements. These requirements could come from:

Legislation
State, territory or federal legislation and regulations.

Personal Protective Equipment Requirements
Personal protective equipment requirements could include the use of boots, eye protection, hearing protection, hard hats and high visibility clothing while on site.

Site Emergency Procedures
Emergency procedures will determine what you do in the event of an unexpected incident or accident.

These will include procedures for emergency shutdowns of vehicles, fire fighting responses, first aid requirements and how to evacuate the site.

Every site will have different requirements and needs for emergency procedures.

During your site induction you will be told about the safety and emergency requirements for the site and given information on how to access additional details if you need them.