

VOC (DOWELLING MACHINE)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TRAINEE NAME	
ASSESSOR NAME	
TOOL TYPE	Dowelling Machine
TOOL MAKE / MODEL	
DATE OF ASSESSMENT	

KNOWLEDGE ASSESSMENT (TO BE COMPLETED BY TRAINEE)

QUESTION	C / NYC
1. List at least 3 things that you would inspect as part of a pre-start check.	
2. List at least 2 issues that that could impact the safety of the machine (e.g. overly worn components).	
3. What should you do if you identify significant defects or issues during your pre-start check?	
4. What should you do if you find the tool has no current electrical test and tag (240v tools only)?	

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<p>5. List at least 2 safety features on this machine and their function.</p>	
<p>6. List 3 hazards that may exist during operation of this machine. For each hazard, list a control measure to manage that hazard.</p>	
<p>7. List any PPE requirements that may exist for this machine.</p>	
<p>8. List an emergency situation that could occur during operation of this machine and include how you would respond to this situation.</p>	
<p>9. List any operator maintenance required for this machine (e.g. changing blades).</p>	

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PRACTICAL ASSESSMENT (TO BE COMPLETED BY ASSESSOR)	
TASK / OBSERVATION (TRAINEE MUST SUCCESSFULLY DEMONSTRATE THE FOLLOWING)	C / NYC
PLANNING AND SETUP	
The trainee accesses standard operating procedures (SOPs) or other safety documentation.	
The trainee demonstrates knowledge of general machine safety.	
The trainee selects and wears appropriate PPE.	
The trainee accesses job requirements, specifications or job sheets or other documentation.	
The trainee determines the sequence of operations to meet job specifications	
The trainee selects appropriate materials, as required.	
The trainee selects, sharpens and shapes any tools, as required.	
The trainee mounts and positions any tools, as required.	
OPERATING MACHINE	
The trainee transfers the dimensions to the machine, as required.	
The trainee sets the work parameters to meet specification and safety protocols.	
The trainee ensure work is held firmly in place.	
The trainee starts the machine in accordance with safety protocols.	
The trainee operates the machine in accordance with safety protocols.	
The trainee shuts down the machine in accordance with safety protocols.	
PACKING UP AND CLEANING UP	
The trainee checks components for wear and damage after use.	
The trainee demonstrates knowledge of fault or maintenance reporting procedures.	
The trainee carries out operator maintenance, as required.	
The trainee packs up and stores tools, materials and PPE, as required.	
ASSESSMENT RESULT	C / NYC
ASSESSOR NAME AND SIGN	
TRAINEE NAME AND SIGN	