

VOC (EXCAVATOR)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TRAINEE NAME	
ASSESSOR NAME	
PLANT TYPE	Excavator
PLANT MAKE / MODEL	
DATE OF ASSESSMENT	

KNOWLEDGE ASSESSMENT (TO BE COMPLETED BY TRAINEE)

QUESTION	C / NYC
1. List at least 4 things that you would inspect as part of a pre-start check.	
2. List at least 3 issues that that could impact the safety of the machine (e.g. overly worn tyres).	
3. What should you do if you identify significant defects or issues during your pre-start check?	
4. List at least 2 safety features on this machine and their function.	

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<p>5. List 5 hazards that may exist during operation of this machine. For each hazard, list a control measure to manage that hazard.</p>	
<p>6. List any PPE requirements that may exist for this machine.</p>	
<p>7. List an emergency situation that could occur during operation of this machine and include how you would respond to this situation.</p>	
<p>8. Where should you park the machine and what should you do with the keys when you have finished?</p>	
<p>9. Describe any safety considerations for refuelling or recharging this machine.</p>	

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PRACTICAL ASSESSMENT (TO BE COMPLETED BY ASSESSOR)	
TASK / OBSERVATION (TRAINEE MUST SUCCESSFULLY DEMONSTRATE THE FOLLOWING)	C / NYC
PLANNING AND PREPARATION FOR EXCAVATOR OPERATIONS	
The trainee can access, interpret, and apply excavator operations documentation.	
The trainee obtains, interprets, clarifies, and confirms work requirements.	
The trainee identifies hazards and environmental issues, assesses risks, and implements control measures in line with workplace policies.	
The trainee selects and wears personal protective equipment required for work activities.	
The trainee obtains, identifies, and implements traffic management signage requirements according to standard operating procedures and safe work practices.	
The trainee selects the required excavator equipment and/or attachments and confirms their suitability for work activities.	
The trainee obtains and interprets emergency procedures for excavators, and they are prepared for fires, accidents, and emergencies.	
Prior to the commencement of work activity, the trainee coordinates and communicates planned activities with others at the site.	
OPERATING AN EXCAVATOR IN LINE WITH ESTABLISHED REQUIREMENTS	
The trainee carries out prestart and start-up checks following workplace procedures.	
The trainee identifies faults or defects and rectifies or reports them within their scope of responsibility and according to workplace procedures.	
When driving and operating the excavator, the trainee uses techniques suited to equipment capabilities, site, and work conditions, in accordance with workplace procedures.	
The trainee monitors hazards and risks during operations to ensure the safety of themselves, other personnel, and plant and equipment.	
Using indicators and alarms, the trainee monitors and manages equipment performance in line with manufacturers' specifications.	
LIFTING, CARRYING AND PLACE MATERIALS TO COMPLETE WORK	
The trainee establishes the weight of the load and ensures it is within the safe operational limits of the machine.	
The trainee uses lifting gear within safe working load requirements and in line with workplace requirements.	
When positioning the machinery, the trainee ensures a stable and effective shift of materials according to work requirements.	
The trainee shifts the load safely and effectively, using hand, audible, and communication signals, in line with workplace procedures.	
After completing the task, the trainee parks up, shuts down, secures, and carries out a post-operational inspection of the equipment following workplace procedures.	
SELECTING, REMOVING AND FITTING EXCAVATOR ATTACHMENTS	
The trainee selects the attachment for the task.	

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The trainee fits the attachment in line with workplace procedures.	
The trainee tests the attachment and ensures correct fitting and operation.	
The trainee uses the attachment within design limits and in accordance with workplace procedures.	
After use, the trainee removes, cleans, and stores the attachments in the designated location following workplace procedures.	
PREPARING EXCAVATOR FOR RELOCATION	
The trainee prepares the excavator for relocation.	
The trainee moves the excavator safely within and/or between work areas, observing relevant codes and traffic management requirements.	
The trainee assists in loading and unloading the machine from the float/trailer as required by workplace procedures.	
HOUSEKEEPING ACTIVITIES	
The trainee clears the work area and disposes of or recycles materials according to workplace procedures.	
The trainee manages and/or reports hazards to maintain a safe working environment.	
The trainee completes, files, or distributes documentation in a manner that complies with workplace practices.	
ASSESSMENT RESULT	C / NYC
ASSESSOR NAME AND SIGN	
TRAINEE NAME AND SIGN	