

VOC (HEDGE TRIMMER)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TRAINEE NAME	
ASSESSOR NAME	
TOOL TYPE	Hedge Trimmer
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 tool (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 tool and their function.</p>	
<p>6. List 3 hazards that may exist during operation of this tool. For each hazard, list a control measure to manage that hazard.</p>	
<p>7. List any PPE requirements that may exist for this tool.</p>	
<p>8. List an emergency situation that could occur during operation of this tool and include how you would respond to this situation.</p>	
<p>9. Describe any safety considerations for refuelling or recharging this tool (fuel or battery tools only)?</p>	

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PRACTICAL ASSESSMENT (TO BE COMPLETED BY ASSESSOR)	
TASK / OBSERVATION (TRAINEE MUST SUCCESSFULLY DEMONSTRATE THE FOLLOWING)	C / NYC
PLANNING & PREPARING FOR HEDGE TRIMMER OPERATION	
The trainee accessed and confirmed appropriate working requirements.	
The trainee accessed, interpreted, and applied documentation and appropriate working procedures.	
The trainee identified and addressed the potential hazards, risks, and environmental issues, by implementing control measures according to appropriate workplace procedures.	
The trainee selected and wore the correct personal protective equipment required for the current work activity.	
The trainee obtained and interpreted emergency procedures, and prepared for emergency situations.	
SELECT AND SAFELY USE HEDGE TRIMMER	
The trainee selects the hedge trimmer appropriate for the work activity.	
The trainee inspects the hedge trimmer for serviceability and reports faults.	
The trainee inspects power leads and hoses for serviceability and reports faults (if applicable).	
The trainee establishes a clear route for the safe placement and connection of power leads and hoses (if applicable).	
The trainee clamps or fixes material in position for power tool application according to workplace procedures (if applicable).	
The trainee uses the hedge trimmer safely and correctly.	
PACK UP AND CLEAN UP	
The trainee stores the hedge trimmer safely when not in immediate use.	
The trainee clears the work area and disposes of materials and waste.	
The trainee cleans, maintains, and inspects the serviceability of the hedge trimmer, addressing and reporting any issues to relevant personnel.	
The trainee completes written records and reports according to workplace procedures.	
ASSESSMENT RESULT	C / NYC

ASSESSOR NAME AND SIGN	
TRAINEE NAME AND SIGN	