

**VOC (TRACTOR)**

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



|                           |         |
|---------------------------|---------|
| <b>TRAINEE NAME</b>       |         |
| <b>ASSESSOR NAME</b>      |         |
| <b>PLANT TYPE</b>         | Tractor |
| <b>PLANT MAKE / MODEL</b> |         |
| <b>DATE OF ASSESSMENT</b> |         |

**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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| <b>PRACTICAL ASSESSMENT (TO BE COMPLETED BY ASSESSOR)</b>   |         |
|---|---------|
| TASK / OBSERVATION (TRAINEE MUST SUCCESSFULLY DEMONSTRATE THE FOLLOWING)  | C / NYC |
| <b>PLANNING AND PREPARING FOR TRACTOR OPERATIONS</b>  |         |
| The trainee accessed, interpreted, and applied tractor operations documentation.  |         |
| The trainee obtained, interpreted, clarified, and confirmed work instructions.  |         |
| The trainee identified hazards and environmental issues, assessed the risks, and implemented control measures in line with workplace policies.                |         |
| The trainee was responsible for selecting and wearing personal protective equipment required for work activities.   |         |
| The trainee identified, obtained, and implemented traffic management signage requirements according to standard operating procedures and safe work practices. |         |
| The trainee selected the required tractor equipment and/or attachments for work activities.   |         |
| The trainee obtained and interpreted emergency procedures for tractors and was prepared for fires, accidents, and emergencies.                                |         |
| The trainee coordinated and communicated planned activities with others at the site before commencing work activity.  |         |
| <b>OPERATING TRACTOR IN LINE WITH ESTABLISHED REQUIREMENTS</b>  |         |
| The trainee carried out prestart and start-up checks in line with workplace procedures.   |         |
| The trainee identified faults or defects and rectified or reported them within the scope of their own responsibility and according to workplace procedures.   |         |
| The trainee drove and operated the tractor using techniques suited to equipment capabilities, site, and work conditions, and followed workplace procedures.   |         |
| The trainee monitored and managed equipment performance using indicators and alarms.  |         |
| The trainee monitored hazards and risks during operations, ensuring the safety of themselves, other personnel, plant, and equipment.                          |         |
| The trainee parked up, shut down, secured, and carried out post-operational inspections of equipment in line with workplace procedures.                       |         |
| <b>SELECTING, REMOVING, FITTING AND USING ATTACHMENTS</b>   |         |
| The trainee selected the attachment for the task.   |         |
| The trainee fitted the attachment in line with workplace procedures.  |         |
| The trainee tested the attachment to ensure correct fitting and operation.  |         |
| The trainee used the attachment within design limits and in accordance with workplace procedures.   |         |
| The trainee removed, cleaned, and stored the attachment in a designated location in line with workplace procedures.   |         |
| <b>RELOCATING THE TRACTOR</b>   |         |
| The trainee prepared the tractor for relocation.  |         |

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| The trainee moved the tractor safely between worksites, observing relevant codes and traffic management requirements. |         |
| <b>HOUSEKEEPING ACTIVITES</b>   |         |
| The trainee cleared the work area and disposed or recycled materials according to workplace procedures.               |         |
| The trainee managed and/or reported hazards to maintain a safe working environment.                                   |         |
| The trainee completed and filed or distributed documentation in a manner that complied with workplace practices.      |         |
| <b>ASSESSMENT RESULT</b>  | C / NYC |
| <b>ASSESSOR NAME AND SIGN</b>   |         |
| <b>TRAINEE NAME AND SIGN</b>  |         |