

Standard 11

Site Verification - Surface



Name: _____

Signature: _____

Date: _____



RESOURCES REGISTERED TRAINING ORGANISATION ASSOC. INC.

General Guidance Notes

This workplace verification guide and the associated checklist contain a number of statements that must be fulfilled and signed off by the **direct on site supervisor** of the candidate before competency will be confirmed by the registered training organisation (RTO). The supervisor who signs this record is doing so in good faith and with the understanding that their verification of the candidate's performance may form part of an investigation in the event of an incident. This is not an assessment, it is purely a site verification process to ensure the candidate can apply the knowledge and skills learned in the off job environment (classroom).

Notes for the Supervisor

The supervisor's role in this process is to validate that the candidate is able to apply the skills and knowledge already learned in the classroom (off site), in the mine site induction process and area familiarisations (on site). The candidate has already practiced each of the listed tasks in a simulated environment. The supervisor must be an appointed supervisor under the mine site safety and health management system to be able to sign the checklist. The direct site supervisor has been chosen to conduct this activity for two main reasons:

1. To ensure the candidate can apply the knowledge and skills as required by site procedures, acts and regulations in the work place where these competencies are required.
2. To be able to validate these observations through a checklist to ensure safe and effective conduct of all activities can be confirmed.

How to Achieve a Statement of Attainment

At the completion of training with an RTO, you will receive a photo ID card and statement of completion. This will allow you to enter a mine site and complete all site induction requirements and to work in a supervised situation. To achieve a statement of attainment, you will also need to complete and submit this on site verification booklet.

To be issued with a statement of attainment for the seven (7) units listed below, you need to:

1. Complete a site induction and attach proof (for example, site access card). Your site contact / site training personnel must complete the site induction section.

2. Ask your site appointed supervisor to verify your performance on site and complete the supervisor section and attach the required evidence (risk assessment and attendance at site meeting).

Once you have all the required evidence, return this book and any other supporting evidence to **National On Site Training** to be issued your statement of attainment.

Note: A **National On Site Training** assessor will contact site to verify the information provided.

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has successfully completed the classroom training and assessment for the seven (7) units of competency required by Standard 11 (surface):

1. RIICOM201A Communicate in the workplace.
2. RIIGOV201A Comply with site work processes/procedures.
3. RIIOHS201A Work safely and follow OHS policies and procedures.
4. RIIRIS201B Conduct local risk control.
5. RIERR205A Apply initial response First Aid.
6. RIERR302A Respond to local emergencies and incidents.
7. PUADFEEO201C Respond to fire.

Trainer's Name: _____

Trainer's Signature: _____

Date: _____

Note: Return this completed booklet and any supporting documents to:

Post

167 Logan Road Woolloongabba Q 4102

Email

julie@nost.edu.au

Postal Address

Please provide a return mailing address for your Statement of Attainment and ID card.

Please complete the following checklist to ensure you have completed / attached all relevant evidence before submitting to National On Site Training.

Ensure the following evidence is completed or attached:		
1. Candidate details completed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Site contact / training personnel details completed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Copy of completed and signed site induction assessment or copy of site access card (attached).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Supervisor details completed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Supervisor checklist completed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Copy of completed risk assessment attached (Take 5, SLAM, JSEA, JHA, Hazard Report).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Proof of attendance at a relevant site meeting (pre start / start up meeting, toolbox / safety talk).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Candidate Details			
Name:		Signature:	
Position:		Date of Birth:	
Company:		Site:	
Department:		Phone:	

Section 1: Site Induction / Area Familiarisation

Note: This workplace verification record is to be completed by the **direct supervisor / site contact / site training personnel** of the candidate. A person who signs this record is doing so in good faith and with the understanding that their verification of the candidate's performance may form part of an investigation in the event of an incident.

I, the undersigned (direct supervisor / site contact / site training personnel), confirm the candidate has attended and satisfactorily completed the site induction and area familiarisation.

Direct Supervisor / Site Contact / Site Training Personnel Details			
Name:		Signature:	
Company:		Site:	
Department:		Phone:	

Site Induction:	<input type="checkbox"/>	Date:	
Area Familiarisation:	<input type="checkbox"/>	Date:	

Evidence of attendance at the site induction must be attached to this document and **must** include:

- Copy of completed site induction assessment, **or**
- Copy of site access card.

Section 2: Supervisor Verification

Note: This workplace verification record is to be completed by the direct supervisor of the candidate. A supervisor who signs this record is doing so in good faith and with the understanding that their verification of the candidate's performance may form part of an investigation in the event of an incident. In each section in the table on the following pages (5 – 7), the supervisor must:

- Place a ✓ in the box.
- Initial and write the date the behaviour was observed

I, the undersigned (supervisor), have observed the candidate performing the functions / activities listed below on multiple occasions (at least 3) in an environment which reflects the candidate's job role. I can confidently declare the participant meets company requirements for these functions / activities.

Supervisor Details			
Supervisor's Name:		Signature:	
Company:		Site:	
Department:		Phone:	

Evidence of work in the resources sector must be attached to this document and must include:

- A completed risk assessment (for example, Take 5, SLAM, JSEA, JHA, Hazard Report) and
- Proof of attendance at a relevant site meeting (for example, pre start / start up meeting, toolbox / safety talk).

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Note to the Supervisor: You are required to observe the participant perform the listed activities on at least three (3) occasions. Each time you observe them completing the task appropriately, tick the box, initial and include the date on which the observation occurred.

Work Safely and follow OHS policies and procedures			
Confirm the participant:	√, Initial & Date	√, Initial & Date	√, Initial & Date
1. Attends tool box / safety / pre start / start up meetings: <ul style="list-style-type: none"> Listens carefully, speaks clearly and asks questions to confirm meaning (when required) Participates appropriately in discussions to obtain information Uses information gained from meetings to ensure safety of self and others 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Understands and applies “fit for work” requirements: <ul style="list-style-type: none"> Observes smoking restrictions Follows the company alcohol and drug policies Effectively manages own fatigue Effectively manages own stress 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Uses correct manual handling techniques in the work environment: <ul style="list-style-type: none"> Uses correct bending and lifting techniques when required Gets assistance and team lifts where appropriate Uses appropriate mechanical lifting aids when required 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>4. Maintains correct housekeeping to allow a safe work environment:</p> <ul style="list-style-type: none"> Keeps work area clean and tidy and free of hazards 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Uses and wears PPE correctly:</p> <ul style="list-style-type: none"> Selects PPE that is appropriate for the task to be completed Ensures PPE is fit for purpose and in good order Wears the appropriate PPE throughout the task 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Understands and applies isolation and tagging procedures:</p> <ul style="list-style-type: none"> Use work instructions to identify requirements for isolation and tagging Conducts risk assessment before commencing task Follows company isolation procedures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Understands the site evacuation procedure and has identified emergency escape routes and muster points:</p> <ul style="list-style-type: none"> Recognises alarms and responds appropriately Has participated in a site induction awareness exercise Explain the means of egress from their work area 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Has been trained in the site emergency procedures (for example, fire evacuation, fire fighting equipment and emergency incidents). Date completed: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Reports hazards / incidents / defects / non-compliance or understands the site process for reporting a hazard / incident / defect / non-compliance:</p> <ul style="list-style-type: none"> Verbally reports hazards/incidents/defects/non-compliances to the appropriate person Effectively completes site reporting documents and escalates in according with site reporting process 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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10. Understands the requirements for obtaining a permit for specialised / high risk work:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Obtains permit or clearance before commencing high risk tasks Works to the permit Reviews the permit from time to time to ensure conditions have not changed 			
Comply with site work processes/procedures			
Confirm the participant:	√, Initial & Date	√, Initial & Date	√, Initial & Date
11. Completes relevant site documentation and reports (for example, hazard / near miss / incident / defect) (cross out if not applicable):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Job Cards Log books Take 5/ SLAM JSEA/JSA Incident/Injury Reports Pre-start inspection checklist Permits Tags Defect Reports 			
12. Prepares and / or follows work plans to ensure compliance with site procedures and safe work outcomes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Reviews the work plan from time to time and advises supervisor of any changes Accesses and follows appropriate site procedures e.g. SOPs/SWIs 			
13. Understands and applies site and equipment safety requirements:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Operates equipment for which they are authorised 			

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<ul style="list-style-type: none"> • Conducts appropriate inspections • Operates equipment in accordance with site procedures and manufacturers guidelines and specifications • When handling hazardous materials accesses the appropriate MSDS 			
<p>14. Consistently adheres to relevant work procedures:</p> <ul style="list-style-type: none"> • Works to the site SOP and/or SWI for the task being undertaken 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct local risk control			
<p>15. Inspects work area conditions to identify potential hazards in the workplace:</p> <ul style="list-style-type: none"> • Conducts physical inspection of the worksite • Refers to available JSA/JSEAs for the task • Refers to MSDS when required • Considers information from tool box / safety / pre start / start up meetings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>16. Consistently and effectively assesses risks, determines acceptability and applies appropriate controls:</p> <ul style="list-style-type: none"> • Conducts risk assessment to determine consequence and likelihood • Selects the most appropriate control • Identifies residual risk • Reviews the risk assessment to ensure the controls are working and that there has been no changes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>17. Correctly completes SLAMs/Take 5s/JSAs/JHAs or other risk assessment tools:</p> <ul style="list-style-type: none"> • Risk assessment documents are filled thoroughly and correctly • Used a pen • Writing is legible 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> Signs and dates appropriately 			
<p>18. Applies appropriate hazard controls prior to commencing tasks:</p> <ul style="list-style-type: none"> Conducts risk assessment to determine consequence and likelihood Considers the hierarchy of controls Selects the most effective control Identifies residual risk Reviews the risk assessment to ensure the controls are working and that there has been no changes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respond to local emergencies and incidents			
<p>19. Has identified the location and purpose of emergency facilities and equipment at the site (for example, first aid room, fire extinguishers, eye wash stations):</p> <ul style="list-style-type: none"> Describes the location of the first aid room Describes the location of other emergency facilities and equipment at site including fire extinguishers, spill kits, safety showers and eye wash stations 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. Identifies the site warning signals (for example, sirens) and actions to be taken upon activation of a signal:</p> <ul style="list-style-type: none"> Identifies the meaning of flashing lights on vehicles and responds appropriately Adheres to all signage on site Recognises all audible signals, alarms and sirens and responds appropriately 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate in the workplace			
Confirm the participant:	√, Initial & Date	√, Initial & Date	√, Initial & Date
<p>21. Passes information in a clear and concise manner:</p> <ul style="list-style-type: none"> Speaks with co workers and supervisors to complete tasks safely and to meet site requirements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>22. Completes all documentation clearly, concisely and on time, using plain English:</p> <ul style="list-style-type: none"> • Documents are filled thoroughly and correctly • Documents are legible • Signs and dates documents appropriately • Meets all deadlines/timelines 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>23. Operates site communications systems (radio, satellite phone and computer system) appropriately:</p> <ul style="list-style-type: none"> • Uses landlines in accordance with site policies and procedures • Follows site mobile phone policy • Uses site two way radio in accordance with site policies and procedures including positive radio communication • Uses site computer system in accordance with site policies and procedures (as required) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only

RTO Verification			
Verified	Yes	No	Comments
• Resources RTO training completed			
• Supervisor's and candidate's position correctly listed			
• Site induction completed (if no, complete next table)			
• Workplace verification checklist completed (if no, complete next table)			
• Issued Statement of Attainment / advised participant NYC			

Additional Evidence Required			
Verified	Yes	No	Comments
• Additional evidence requested			
• Additional evidence mapped and approved			
• Issued Statement of Attainment / advised participant NYC			

RTO Assessor's Name:

RTO Assessor's Signature:

Date:
