## Instructions

|  |
| --- |
| 1. **All VOCs must be undertaken in accordance with** [**John Holland VOC Procedure**](http://ims.jhg.com.au/viewdocument.aspx?doc=JH-MPR-PAE-005)
 |
|  | Note: The instrument should be used for articulating booms, telescopic booms and trailer mounted Z booms. For scissor lifts refer to Verification of Competency Elevating Work Platform (MEWP) – Scissor Lift. |
| 1. **Before conducting the VOC ensure the following steps are completed:**
 |
| * **Study the VOC instrument:** Read the VOC instrument and any specific instructions carefully before beginning the VOC. You also need to be familiar with the specific item of plant or equipment or high risk activity for which the VOC applies. Where applicable, a copy of the operator’s manual should be obtained and studied.
* **VOC Verifier skillset requirements:** Ensure you understand the skillset requirements as described in the procedure and demonstrate you can meet these skillset requirements.
* **Confirm VOC time and location:** Prior to any VOC, you must confirm the date, time and location of the VOC with the applicant, SME/s, and any other people.
* **Equipment access and use:** The availability of equipment, materials, and a suitable work area must be organised and confirmed prior to the VOC. Verify with the applicant any specific types of plant and/or equipment to be used, along with any attachments or different configurations which may apply.
* **Workplace factors:** Because procedures and processes vary between workplaces, it is important the VOC Verifier plans their approach to meet the requirements set out in the VOC and the workplace. Ensure any limitations such as workplace access, time constraints, access to equipment and materials, SMEs etc. are considered.
 |
| 1. **Planning and customising the VOC**
 |
| * **Planning:** The VOC should consider all site-specific conditions and requirements including but not limited to: risks and hazards; equipment, machinery and attachments; and any other standards and requirements.
* **Customising:** Additional questions and practical tasks may need to be addedthroughout the VOC to ensure the applicant is assessed against requirements specific to the workplace and the type of work the applicant will be required to perform, i.e. plant configuration, plant modifications, make/model, workplace hazards and controls.
 |
| 1. **To verify competency, the following must be completed when undertaking the VOC:**
 |
| * **Pre-requisites:** Ensure evidence for any pre-requisites identified in the VOC are verified.
* **Answer all questions:** The applicant must be able to correctly answer all questions (including any additional questions) asked throughout the VOC.
* **Demonstrate practical competence:** The applicant must be able to safely and accurately perform all practical tasks (including any additional tasks) requested throughout the VOC.
* **Verifying competency:** Responses provided and practical tasks demonstrated will be used by the VOC Verifier (and SME) to determine if competency can be verified.
 |
| 1. **Undertaking the VOC:**
 |
| * **Welcome the applicant:** Thank the applicant for participating in the VOC and provide an overview of how it will be completed.
* **Instruction:** Ask the applicant to perform the VOC task/s described in the VOC and complete all sections. As a VOC Verifier, you will observe, ask questions along the way, and record results.
* **Complete all sections:** All details requested in the VOC must be provided, and questions and tasks ticked accordingly with the appropriate result. Legend to follow and to assist with completing the VOC:

|  |  |  |
| --- | --- | --- |
| **?** = Oral Question  | C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf = Practical Task | 🗎 = Documents / Licences |
| **Y** = Verified Competency  | **N** = Not Yet Verified Competency | **NA** = Not Applicable for this VOC |

* **Adjustments:** Some questions may need to be repeated or reworded if further clarity is required. Some practical activities can be repeated (SME judgement required) where an adjustment / correction may need to be made by the applicant to demonstrate competence.
* **Records:** All John Holland personnel records must be recorded in the Chris21 (HRIS) system. Subcontractor records should also be maintained in Chris21 and/or must be kept at the workplace and readily available.
 |
| 1. **Additional VOC Results**
 |
| * This section should only be completed where further VOC was determined as appropriate by the SME due to one of the following circumstances:
* Results (as shown above) were unable to fully verify competency and further verification for parts or all of the criteria is appropriate; or
* Changes to the high risk work or plant operation that was not previously verified such as changes to; workplace conditions; the way in which the plant or equipment is being used (i.e. attachments, configurations etc.)

The applicant has previously been assessed as competent using a particular make or model and is now required to operate a different make or model. The SME has assessed both items of plant and determined they are so similar in operation that it is appropriate to customise the original VOC to verify competency for the additional item of plant rather than conduct a separate VOC. Note: Where the SME determines that there are fundamental differences in makes / models i.e. (i.e. controls, configuration etc) a separate VOC must be conducted. |

## VOC Details

## Applicant (person to be verified)

|  |  |
| --- | --- |
| Applicant Name |  |
| Employer |  |
| Contact Number |  | Email |  |

## VOC Details

|  |  |
| --- | --- |
| Date of VOC |  |
| Method of VOC | Evidence of Previous Experience, Oral Questions and Practical Tasks |
| Location of VOC |  |
| Plant Make  |  | Plant Model  |  |
| Plant Make (If applicable) |  | Plant Model (If applicable) |  |
| Attachments (If applicable) |  |

## VOC Verifier (person conducting the VOC)

|  |  |
| --- | --- |
| VOC Verifier Name |  |
| Employer  |  | TOID if RTO |  |
| VOC Verifier Qualifications:(at least one must be ticked ✓) | * Certificate IV in Training and VOC
* Other VOC qualification: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
* Completed the John Holland VOC Verifier Training
 |

## Subject Matter Expert (SME may also be the VOC Verifier)

|  |  |
| --- | --- |
| SME Name  |  |
| SME Qualifications & Experience:(at least one must be ticked ✓) | * Unit of Competency / Licence\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
* Statement of attainment or other equivalent unit
* Other qualifications (relevant): \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
* Current/Relevant experience: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
 |

VOC Results

|  |  |
| --- | --- |
| Competency of the applicant can be verified on the date of this VOC? | * **Yes**
* **No 🡪 Provide recommendation or next steps:**
 |
| Further VOC required?  | 🞏 No 🞏 Yes 🡪 date scheduled:  |
| VOC Verifier Signature:  |  |
| Other comments: |  |

## Additional VOC Results (if required)

This section should only be completed where further VOC was determined as appropriate by the SME due to one of the following circumstances:

* Results (as shown above) were unable to fully verify competency and further verification for parts or all of the criteria is appropriate; or
* Changes to the high risk work or plant operation that was not previously verified such as changes to; workplace conditions; the way in which the plant or equipment is being used (i.e. attachments or configurations etc.)
* The applicant has previously been assessed as competent using a particular make or model and is now required to operate a different make or model. The SME has assessed both items of plant and determined they are so similar in operation that it is appropriate to customise the original VOC to verify competency for the additional item of plant rather than conduct a separate VOC. Note: Where the SME determines that there are fundamental differences in makes / models i.e. (i.e. controls, configuration etc) a separate VOC must be conducted.

|  |  |
| --- | --- |
| Date of VOC |  |
| Location of VOC |  |
| Plant Make  |  | Plant Model  |  |
| Attachments (if applicable) |  |
| Competency of the applicant can be verified on the date of this VOC? | * **Yes**
* **No 🡪 Provide recommendation or next steps:**
 |
| VOC Verifier Signature:  |  |
| Other comments: |  |

Verification of Competency

## All sections must be completed

|  |  |  |  |
| --- | --- | --- | --- |
| **Prerequisites (must be completed before continuing with the VOC)** | **Y** | **N** | **NA** |
| **The following is a prerequisite and must be verified:** |
| **🗎** | **For MEWP’s which have the capacity to reach over 11m**High Risk Work Licence = WP: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_ |  |  |  |
|  | At least one of the following must be verified for boom type MEWPs under 11m |
| **🗎** | High Risk Work Licence = WP: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_ |  |  |  |
| **🗎** | Statement of Attainment = Operate Elevated Work Platform or an equivalent unit of competency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| **🗎** | Log book with at least 50 hours of operation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| **🗎** | [Letter of Confirmation of Experience](http://ims.jhg.com.au/viewdocument.aspx?doc=JH-FRM-PAE-005-31&newtab=true) from an employer verifying experience: \_\_\_\_\_\_\_\_\_ |  |  |  |
| **Plan Work** | **Y** | **N** | **NA** |
| **?** | **What types of site hazards would you incorporate into your TRA?**Suggested answer/s: Power lines, trees, overhead / underground services, surrounding structures, dangerous materials, recently filled trenches, other personnel, soft/uneven ground, other machinery, wind/inclement weather. |  |  |  |
| **?** | **List 5 methods of controlling hazards on site**Suggested answer/s: Wear PPE, erect signage, erect exclusion zones, organise traffic control, set up on hard stable ground, inspect harnesses prior to use, complete prestart checks |  |  |  |
| **?** | **What precautions must be observed when working near overhead power lines?**Suggested answer/s: Have qualified spotter in place. Ensure MEWP is correctly earthed and that barricades are erected around work area for public safety. Exclusion zones are maintained between the machine and power lines |  |  |  |
| **?** | **How do you determine the allowable load of the MEWP?**Suggested answer/s: By adding weight of the gear and tools and personnel together and the answer must not exceed the SWL of the MEWP as outlined on the compliance plate |  |  |  |
| **?** | **How would you find out the safe working distance around power lines in your work area?**Suggested answer/s: Refer to the Australian Standards and the electrical regulator in your area |  |  |  |
| **?** | **At what wind speed would you cease operation of an MEWP?**Suggested answer/s: As per manufacturers specifications |  |  |  |
| **?** | **Would underground services have any effect on the position of the MEWP?**Suggested answer/s: Yes. The force exerted by the outrigger leg can cause damage to any underground services and/or ground collapse which could cause the MEWP to overturn. The MEWP should be relocated or set up on steel plates, sleeper mats or pig-sty packing. |  |  |  |
| **?** | **Can you outline a situation where a spotter would be required whilst operating an MEWP? What must the spotter be familiar with?**Suggested answer/s: A spotter may be required when working in close proximity to hazards, when an exclusion zone is not possible (i.e. working in close proximity to overhead structures where there is the potential for a crush injury) or whilst travelling in an MEWP. The spotter must be familiar with the location of the EDD and how to use it. |  |  |  |
| **?** | **Should a MEWP be set up next to an open trench? What general rule should be applied regarding safe working distances for excavations?**Suggested answer/s: No. The MEWP should not be set up close to an excavation as the weight of the MEWP causes added pressure to the adjoining soil and can cause the excavation to collapse and result in the MEWP overturning. The distance of the MEWP from the edge of the excavation should be at least the same as the depth of the hole. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **During the daily visual inspection of the emergency descent device (where fitted), did the operator do the following? (tick ✓ all that apply)**🞏 Check the EDD is in place 🞏 Ensure warning signs and instruction are in place🞏 Ensure the safety release clips are in place and has not been tempered with |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator identify where the bleed down emergency descent valve is?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | Can the Operator demonstrate how the Secondary Protection Device functions and how to reset the machine (for pressure bar or pressure sensing control panel)? |  |  |  |
|  |  |  |  |  |
| **Conduct Routine Checks** | **Y** | **N** | **NA** |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator demonstrate what pre-operational checks would be made prior to starting the machine? Did they include the following?**🞏 Safety features and alarms: condition and operation 🞏 Tyres/tracks: condition 🞏 Hydraulic and fluid: levels and leaks 🞏 Latch on gate: condition🞏 Controls and gauges: operating normally and labelled 🞏 Outriggers: condition🞏 EDD: condition, operational and position 🞏 Structural body damage 🞏 ID plates and decals: present and readable 🞏 Check machine service is conducted regularly🞏 Familiarise oneself with the operation components of the machine  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **After starting the machine the operator completed function tests of platform controls and ground controls** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator locate the location of the following documentation**🞏 Log book 🞏 Operators Manual 🞏 Company/site Procedures 🞏 TRA/PHA |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Has the operator done the following? (tick ✓ all that apply)**🞏 Read and signed onto TRA 🞏 Completed Start Card 🞏 Read and Signed onto PHA 🞏 Completed machine prestart  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator advise what the safe working load of this MEWP is?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator demonstrate the use of the load chart on the MEWP?** |  |  |  |
|  |  |  |  |  |
| **Set Up MEWP**  | **Y** | **N** | **NA** |
| **?** | **If the ground is soft or wet, what steps must be taken to assess the situation and if appropriate, to improve the load distribution under the MEWP?**Suggested answer/s: Assessment of ground conditions is to be carried out by a competent person. Steel plates, mats on timber pads or even concrete rafts will assist in distributing the loads under the MEWP. If this is not sufficient, do not operate the machine in that environment. |  |  |  |
| ? | **What do you do if the MEWP you are in seems to be leaning to one side?**Suggested answer/s: Lower the platform to the ground, check the outriggers to ensure stability. Outriggers may need re-packing. Check ground conditions before any attempt is made to elevate the platform. Reposition the MEWP if possible |  |  |  |
| **?** | **A MEWP is required to be set up on a level, clear site adjoining a four storey building. You are aware that the building has two floors of car park below ground level, what hazard can arise when working close to the building?**Suggested answer/s: Request a competent person to inspect the ground conditions prior to setting up. It should be obvious that the ground abutting the outer wall of the building has been filled, whether it has been compacted is unknown |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **During set up, did the Operator ensure the following? (tick ✓ all that apply)**🞏 The MEWP set up was satisfactory 🞏 Outriggers were fully extended 🞏 Signage and barricading erected 🞏 Rotating flashing lights working 🞏 All personnel are clear of the path 🞏 Travelling alarm working🞏 Steering/brakes: operations 🞏 EDD: operational🞏 Secondary Protection Device functioning🞏 The movement of the basket will not bring any part of the machine within the minimum distance from live overhead conductors as specified |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Operate MEWP** | **Y** | **N** | **NA** |
| **?** | **If the MEWP was to come into contact with the power lines, what must be done?**Suggested answer/s: Remain in basket until power is disconnected. Warn all other people nearby. Try to move MEWP away from conductors using basket control. If you have to, leave the basket. In an emergency, use EDD as trained where fitted. Report incident to electrical supply authority. Check machine prior to reuse. |  |  |  |
| **?** | **What must be done with the safety harness upon entering the MEWP?**Suggested answer/s: Initially it must undergo a visual inspection to ensure the harness is in good condition. Then it must be securely fitted to the person and clipped onto the anchorage point inside the platform. |  |  |  |
| **?** | **If no outriggers are fitted and operation is on rubber. If sinking occurs what should you do?**Suggested answer/s: Retract the MEWP boom and lower to the ground. Seek further assistance. |  |  |  |
| **?** | **Can you mobile a MEWP across the side of a hill? Explain your answer**Suggested answer/s: No, unless you can confirm the slope of the hill is less than 20 degrees. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator demonstrate the sequence of events involved in raising, telescoping, slewing and lowering the boom? Were the following points considered? (tick ✓ all that apply)**🞏 Assess task requirements, height, radius and any workplace hazards🞏 Ensure the MEWP is set on solid foundations 🞏 Extend outriggers fully🞏 Place pig-sty packing under outriggers to distribute load over larger area🞏 Ensure access and exit from basket is suitable and safe 🞏 Attach harness🞏 Raise and lower the basket🞏 Slew left and right🞏 Demonstrate all directions of travel🞏 Operate EDD controls |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **The Operator demonstrated the attitude required for safety and procedural compliance?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **The Operator was able to establish, monitor and maintain exclusion zones during works?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **The Operator achieved the required quality standards?** |  |  |  |
|  | **Where operator is required to work within or under fixed structures** |  |  |  |
| **?** | **Can the operater demonstrate awareness of risks associated with operating the MEWP within a restricted area?** Suggested Answer: Potential to be crushed against a fixed structure or being pinned against the controls and unable to manoeuvre themselves or the machine.  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate the ability to safely enter, operate in and exit a restricted area?** |  |  |  |
|  |  |  |  |  |
| **Shut Down MEWP** | **Y** | **N** | **NA** |
| **?** | **What post operation checks are required to be performed on an MEWP**Suggested answer/s: Visual checks including checking hydraulic rams and lines for leaks, check boom for dents, cracks and welds, check slew ring, check basket, outriggers and safety devices. |  |  |  |
| **?** | **List 3 locations you should avoid parking an MEWP**Suggested answer/s: Fire/emergency exits, access ways, blind corners, refuelling sites, in front of first aid facilities, under power lines, in heavy traffic areas |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator demonstrate the sequence of events used in shutting down MEWPs?****Were the following points considered?**🞏 Identify all obstructions and site hazards 🞏 Lower boom🞏 Place boom in rest/cradle 🞏 Disembark from basket 🞏 Lock basket to carrier to prevent excessive movement 🞏 Retract outriggers🞏 Remove harness and lanyard 🞏 Shut down motor🞏 Lock control panel doors 🞏 Isolate fuel supply |  |  |  |

## The VOC is complete. Record results and retain records as required in the procedure.