## 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)
 |
|  |  |
| 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 they will be required to be 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.
 |

## 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:  |
| Applicant Signature: |  |
| SME Signature:  |  |
| VOC Verifier Signature:  |  |
| Other comments: |  |

## Additional VOC Result (only 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:

* Result (as shown above) was unable to 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.); or
* The applicant was previously verified as competent using a particular make or model and is now required to operate a different make or model. The SME must have 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. 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:**
 |
| Applicant Signature: |  |
| SME Signature:  |  |
| VOC Verifier Signature:  |  |

## Verification of Competency

## All sections must be completed where a question or task is asked.

|  |  |  |  |
| --- | --- | --- | --- |
| **Prerequisites (must be completed before continuing with the VOC)** | **Y** | **N** | **NA** |
| **At least one of the following must be verified:** |
| **🗎** | Licence/Ticket/Certificate = LG: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_ |  |  |  |
| **🗎** | Statement of Attainment = Conduct grader operations or conduct grader operations in civil construction 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** |
| **?** | **How would an operator evaluate and select appropriate attachments for the task?**Suggested answers: Refer to operators manual to see what attachments are compatible with the machine, what the load capacity is, whether the lifting capacity is limited by the capacity of the hydraulic system, understand what the most appropriate attachment is for the task, understand how to attach and secure it |  |  |  |
| **?** | **List 5 hazards that would be common in your workplace for a grader.**Suggested answer/s: Trees, surrounding buildings, obstructions, dangerous materials, underground/overhead services, personnel, ground conditions, recently filled trenches |  |  |  |
| **?** | **Name 3 operations that a grader is used for?**Suggested answer/s: Trimming or grading, spreading soil, cutting a ditch, cleaning a ditch, ripping and scarifying. |  |  |  |
| **?** | **What are the Scarifiers used for?**Suggested answer/s: To loosen or rip up hard surfaces |  |  |  |
| **?** | **What action would you take with damage and defects found on the machine?**Suggested answer/s: Report the damage and defects to authorised personnel and ensure safety is not jeopardised. Tag machine out of service if required. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Operator has ensure suitable barriers and exclusion zones are in place around operating area?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Operator assess the suitability of the Grader taking into account the task to be performed and the environment?** |  |  |  |
|  |  |  |  |  |
| **Conduct Routine Checks** | **Y** | **N** | **NA** |
| **?** | **What defects would you look for when carrying out an inspection on attachments?**Suggested answer/s: Worn or missing teeth and adaptors, worn cutting teeth or edges, cracks or other damage to the blade, rippers and pivot table and pins. |  |  |  |
| **?** | **Why is undertaking a plant manufacturer-specific prestart check important?**Suggested answer/s: To identify any defects or maintenance required prior to starting work to reduce the potential for equipment failure during operation. |  |  |  |
| **?** | **When should prestart checks be performed?**Suggested answer/s: Daily, before use. |  |  |  |
| **?** | **What safety measures would you adopt before changing a cutting edge and end tips on a raised grader blade?**Suggested answer/s: Support the raised grader blade with chocks or blocks. |  |  |  |
| **?** | **Is it permissible to carry a passenger on the grader onsite?**Suggested answer/s: No |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **During routine checks, did the Operator check the following? (tick ✓ all that apply)**🞏 Safety features and alarms: condition/operation 🞏 Tyres/wheels: condition / alignment 🞏 Hydraulics and fluid: levels / leaks 🞏 GET + attachments: condition🞏 Controls and gauges: operating normally / labelled 🞏 Guidance system components 🞏 Mirrors and visual aids: condition / position 🞏 Body damage🞏 Radio (if fitted): operational / reception 🞏 Condition of access (ladders / steps) 🞏 Hazard lights and warning devices 🞏 Other (please specify) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the Operator identify the location of all of the following documentation?**🞏 Dozer prestart 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  |  |  |  |
|  |  |  |  |  |
| **Setup Grader and Prepare for Task** |  |  |  |
| **?** | **What exclusion zone(s) should be established around Grader operations?**Suggested answer/s: physical barriers should be maintained around plant to reduce plant and people interface |  |  |  |
| **?** | **Why should adjustment of the seating position and weight settings be made prior to commencing work?** Suggested answer/s: To ensure the operator is comfortable and confident to operate the machine in that position. To ensure operators vision is not impaired. To enable the safe and ergonomically sound operation of the machine. |  |  |  |
| **?** | **Before any ground penetration, what controls should be established?**Suggested answer/s: Obtain Dial Before you Dig Plans (GFIS or any other services identification plans relevant), all services in close proximity accurately and positively identified, services protected and/or isolated as required, excavation and trenching permit approved. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Operator fit attachment(s) and correctly secure them using the safety mechanism?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Operator make satisfactory adjustments to the seat, controls and system?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Has the Operator demonstrated sufficient knowledge of guidance systems and demonstrates ability through task application?** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Operate Grader**  | **Y** | **N** | **NA** |
| **?** | **When working in close proximity to other mobile plant, how would you communicate with other operators?**Suggested answer/s: Via radio, via spotter, pre-starts and at planning stages |  |  |  |
| **?** | **Why should side hill travel be avoided where possible?**Suggested answer/s: It increases the risk of the grader rolling over |  |  |  |
| **?** | **Which is the preferred route of travel, diagonally across or directly down a sloping surface?**Suggested answer/s: Directly up and down a sloping surface |  |  |  |
| **?** | **What gear should be selected to travel down a steep sloping surface?**Suggested answer/s: The lowest gear needed to descend the slope at a safe speed |  |  |  |
| **?** | **What is the best blade position to perform spreading or dragging of soil? Tilted forward slightly, tilted backwards slightly or vertical?**Suggested answer/s: Tilted forward slightly |  |  |  |
| **?** | **When scarifying across a sloping surface, where should the blade be positioned to provide some protection against tipping?**Suggested answer/s: On down-hill side, crossways and low. |  |  |  |
| **?** | **When travelling on designated roads onsite, where should the grader blade is positioned?**Suggested answer/s: As high as possible, inside the wheels and the heel of the blade tucked by the right hand side tandem. |  |  |  |
| **?** | **If the brakes (including holding brake) failed when travelling down a steep slope what action would you take to stop the grader?**Suggested answer/s: Lower the blade or rippers to stop the grader |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **During operation, did the Operator do all of the follow?**🞏 Ensure clear direction of travel 🞏 Travel at a safe speed 🞏 Competently shifts material 🞏 Use sufficient speed and revs 🞏 Maintain level working surface |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **The Operator was able to demonstrate control of the plant during works?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **The Operator demonstrated skills to the project level requirements?** |  |  |  |
| 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 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 achieved the required quality standards?** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Shut Down Equipment** | **Y** | **N** | **NA** |
| **?** | **When leaving the grader, what should be done with the raised blade or attachments?**Suggested answer/s: The blade and other attachments are to be lowered and engaged with the ground. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **During shut down of the grader, did the Operator do all of the following?**🞏 Machine brought to a STOP 🞏 Neutral gear selected🞏 GET / attachment lowered to ground 🞏 Operator exits cabin of plant🞏 Park brake applied 🞏 Engine turned off🞏 Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **The Operator was able to effectively isolate the plant to prevent unauthorised / unexpected movement?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **The Operator left the plant in a position and location suitable to ensure site safety?** |  |  |  |
|  |  |  |  |  |

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