## 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; lifting equipment, types of materials being lifted; lifting conditions 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. 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: | * 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prerequisite (must be completed before continuing with the VOC)** | | **Y** | **N** | **NA** |
| **The following is a prerequisite and must be verified:** | | | | |
| **🗎** | High Risk Work Licence = CN: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plan Work** | | **Y** | **N** | **NA** |
| **?** | **What types of hazards would you consider for incorporation into your TRA?**  Suggested answer/s: Trees, overhead services, surrounding structures, dangerous materials, underground/overhead services, recently filled trenches, other equipment |  |  |  |
| **?** | **List 5 methods of reducing hazards on site.**  Suggested answer/s: Wear PPE, erect warning barriers, erect signage, traffic control, ensure good lighting |  |  |  |
|  |  |  |  |  |
| **Conduct Routine Checks** | | **Y** | **N** | **NA** |
| **?** | **If you found a defect in one of the main controls that would place the Crane/personnel at risk, what would you do?**  Suggested answer/s: Secure area and the machine and report to an authorised person |  |  |  |
| **?** | **Why should the maintenance service logbook be used?**  Suggested answer/s: To record an accurate account of all service, maintenance and repairs |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator check the following (external/internal) items before starting the machine? (tick ✓ all that apply)**  🞏 Engine Oil 🞏 Coolant/fuel Levels 🞏 Fire extinguisher  🞏 Hydraulic Oil 🞏 Structural Damage 🞏 Rope drums  🞏 All ropes, wires, anchorages, slices and hooks 🞏 Emergency Steering Pump |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the operator locate or identify the following items? (tick ✓ all that apply)**  🞏 Log Book 🞏 Operators Manual 🞏 Load Charts 🞏 TRA  🞏 Start Card 🞏 PHA |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate the correct start up procedure including all of the following?**  🞏 Maintain 3 points of contact when entering 🞏 Seat belt secured  🞏 Apply park brake 🞏 Ignition turned and engine started |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Once the engine was started, did the operator check all gauges and confirm no warning lights or messages were being displayed?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator locate/operate all of the following functions in the crane Operators cabin?**  🞏 Cab light 🞏 Main hoist lever 🞏 Work light switch  🞏 Hoist brake 🞏 Ignition starter switch 🞏 Boom Elevation  🞏 Instrument panel 🞏 Accelerator 🞏 Load moment indicator  🞏 Boom telescope 🞏 Horn |  |  |  |
| 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 the crane log book |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Set up Crane** | | **Y** | **N** | **NA** |
| **?** | **Why must the crane be operated / driven on level ground where possible?**  Suggested answer/s: Radius increases for the same boom angle. Additional side loading on boom. |  |  |  |
| **?** | **If the ground in the operating area is wet or soft, what should you do?**  Suggested answer/s: Do not mobile a load on wet or soft ground |  |  |  |
| **?** | **The crane is to be operated 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:. It should be obvious that the ground abutting the outer wall of the building has been filled, whether it has been compacted is unknown. If it is not compacted, there is a chance that the crane will overturn or even crack the wall in the car park. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator demonstrate crane set up (horizontal alignment) including**  🞏 The position of the crane is satisfactory in relation to the task being undertaken  🞏 Crane is level 🞏 Counterweights adequate as per the load chart requirements |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the Operator able to conduct the following functional operations?**  🞏 Hoist brake 🞏 Maximum radius 🞏 Warning system devices  🞏 Hoist up/down limit 🞏 Luff up/down limit 🞏 Boom assembly checked |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Operate Crane** | | **Y** | **N** | **NA** |
| **?** | **List four essential actions which must be followed if the crane was to come into contact with power lines.**  Suggested answer/s: remain in the machine, tell other to stay away, disconnect the machine from the power lines if possible, notify your Supervisor and the electrical authority and ask to disconnect the power, report the incident to authorised personnel. |  |  |  |
| **?** | **Explain the requirements that would permit you to lift personnel with the crane.**  Suggested answer/s: Any requirements specified by crane manufacturer, any requirements covered by workplace conditions, any requirements specified by state authorities, in accordance with the relevant Australian Standards |  |  |  |
| **?** | **Are you permitted to allow a person to ride upon the lifting attachment?**  Suggested answer/s: No, unless a person is secured in a suspended workbox which meets all necessary requirements. |  |  |  |
| **?** | **Can you use the jib of a crane as a ladder to access a worksite or as a work platform?**  Suggested answer/s: Under no circumstances can the jib of a crane be used as a method of access or as a work platform as it is against regulations and is unsafe. |  |  |  |
| **?** | **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 |  |  |  |
| **?** | **A dogger puts a hand on the hook and received an electric shock. What would be your initial action and what would you do to ensure the hazard is investigated?**  Suggested answer/s: If possible, lift the hook clear of the dogger to break contact with the earth. Follow relevant first aid procedures as required and seek medical assistance. Report the hazard to appropriate personnel/Management. |  |  |  |
| **?** | **What is the maximum wind speed your crane can work in?**  Suggested answer/s: As per the load chart/manufacturers specification for the particular crane and its configuration |  |  |  |
| **?** | **How close to the ground would you keep the load when moving?**  Suggested answer/s: As close as practical. |  |  |  |
| **?** | **Looking at a crane load chart, what is meant by the term “operating radius”?**  Suggested answer/s: The distance of the hook from a known point on the crane at which a crane can operate safely with a known load. |  |  |  |
| **?** | **State three essential items of information you would expect to obtain from a load chart?**  Suggested answer/s: Mass of hook block, winch line pull in tonnes or kilograms, SWL for a given crane configuration. |  |  |  |
| **?** | **List three items that need to be calculated to determine the crane capacity at radius?**  Suggested answer/s: The hook block, lifting attachments, and the weight of the load. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate the following functions?**  🞏 Secure loads 🞏 Travel with load safely 🞏 Articulate load  🞏 Load slung correctly 🞏 Hoist/lower loads 🞏 Interpret signals correctly  🞏 Conduct trial lift 🞏 Lift conforms to load chart? 🞏 Smooth movements |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator demonstrate the following hand signals?**  🞏 Hoist up/down 🞏 Boom down/up 🞏 Creep speed  🞏 Slew left/right 🞏 Boom in/out 🞏 Stop |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Shut Down and Secure Crane** | | **Y** | **N** | **NA** |
| **?** | **Can any load remain suspended from the hook following shut down or when the crane is left unattended?**  Suggested answer/s: No, loads should be removed from the hook prior to shut down. If during the course of a lift the crane driver must leave the controls, the load should be placed on the ground and crane shut down in the prescribed manner. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the Operator demonstrate all of the following sequence of events involved in shutting down the crane in accordance with all established procedures?**  🞏 Check all toolboxes, doors and covers on chassis is locked  🞏 Lower/retract boom/jib in accordance with the manufacturers specifications  🞏 Remove slings  🞏 Raise hook to maximum height  🞏 Turn the off ignition switch, turn off the isolator switch and secure  🞏 Shut down as per manufacturer’s instructions as per site requirements  🞏 Lock and secure cabin |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Special Operations** | | **Y** | **N** | **NA** |
| **?** | **You are involved in a dual crane lift. The load share for each crane is 10 tonne. What is the minimum capacity crane that would be required at the calculated radius?**  Suggested answer/s: minimum crane capacity = load + 20% for each crane.  10 + 2 = 12 tonne crane |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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