## Instructions

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| 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)
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| 1. **Before conducting the VOC ensure the following steps are completed:**
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| * **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.
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| 1. **Planning and customising the VOC**
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| * **Planning:** The VOC should consider all site-specific conditions and requirements including but not limited to: risks and hazards; proprietary systems or specialised plant and / or equipment.
* **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 required to be performed, i.e workplace hazards and controls.
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| 1. **To verify competency, the following must be completed when undertaking the VOC:**
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| * **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.
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| 1. **Undertaking the VOC:**
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| * **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:

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| --- | --- | --- |
| **?** = 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.
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## VOC Details

## Applicant (person to be verified)

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| --- | --- |
| 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
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## 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
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## VOC Results

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| --- | --- |
| 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.

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| --- | --- | --- | --- |
| **Prerequisite (must be completed before continuing with the VOC)** | **Y** | **N** | **NA** |
| **At least one of the following must be verified:** |
| **🗎** | Licence/Ticket/Certificate = HP Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_Note: Covers the operation of a builder’s hoist in which personnel, goods and/or materials may be hoisted, and which comprises a car, structure, machinery or other equipment associated with the hoist, and which may be a cantilever hoist, a tower hoist or a multiple winch operation. |  |  |  |
| **🗎** | Licence/Ticket/Certificate = HM: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_Note: Covers the operation of a builder’s hoist by which only goods or materials and not personnel may be hoisted and where the car, bucket or platform is cantilevered from, and travels up and down externally to, a face of the support structure. |  |  |  |
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| **Plan Work** | **Y** | **N** | **NA** |
| **?** | **At what height would you leave the hoist to test the emergency lowering devise?**Suggested answer/s: As low as possible so as not to accidently trip the lower limit drive |  |  |  |
| **?** | **How often would you test the lowering device in a rack and pinion type hoist?**Suggested answer/s: As recommended by the manufacturer or at least once a month |  |  |  |
| **?** | **Where can you locate the maximum wind velocity that a hoist is capable of operating in?**Suggested answer/s: On the hoist or within the manufacturers specifications |  |  |  |
| **?** | **There is an emergency on-site and emergency personnel require the use of the hoist to lower injured person’s six levels to the ground. As the operator, would you cooperate?**Suggested answer/s: Yes, provided the working load limit of the hoist is not exceeded |  |  |  |
| **?** | **If transporting dangerous/hazardous goods, are you allowed to load the platform with other materials?**Suggested answer/s: No, dangerous goods are to be transported separately and directly to the level they are required. |  |  |  |
|  |  |  |  |  |
| **Conduct Routine Checks** | **Y** | **N** | **NA** |
| ? | **How often should the hoist be serviced?**Suggested answer/s: Refer to the manufacturers recommendations |  |  |  |
| ? | **Why would it be important to carry out a test run on the hoist prior to operation?**Suggested answer/s: To record an accurate account of all services, maintenance and repairs |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator identify the location of all of the following documentation?**🞏 Hoist 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 a machine prestart  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Operator check all of the following (external) items before starting the machine?**🞏 Foundation and tower attachments, tied at no more than 9m (or as per manufacturers specifications)🞏 Power source – ensure lead supplying power is protected 🞏 Tower guides must be clean, free of rust and constructed of specific size and strength 🞏 Signs – ensure signs are in place and readable indicating the hoist SWL and personnel no.🞏 Check brakes and drive mechanism 🞏 Handrails/protective barriers🞏 Ensure that all limit switches and interlocks are not damaged 🞏 Tower ties 🞏 Gates and barriers🞏 Visually inspect the rack and pinion to ensure free of rust and obstructions and is well grease  |  |  |  |
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| **Set up Hoist**  | **Y** | **N** | **NA** |
| **?** | **How would you test the operation of the safety cam on a platform?**Suggested answer/s: Release the weight from the hoist wire and the cam should drop onto the guide rail |  |  |  |
| ? | **Why is it essential that manual lowering is carried out maintaining slower speeds during descent?**Suggested answer/s: Because the decent is being controlled by one brake only, instead of the usual two or three brakes. |  |  |  |
| **?** | **What must be done if the hoist passes a window or an opening in a structure?**Suggested answer/”: The windows or openings must be blocked off to prevent people leaning out and being struck by the platform/load |  |  |  |
|  |  |  |  |  |
| **Operate Hoist** | **Y** | **N** | **NA** |
| **?** | **What checks should be made with the light bell signalling systems (floor speaker systems if provided)?**Suggested answer/s: Ensure that signals are received at the driving station clearly |  |  |  |
| **?** | **You notice that one of the tower frame connection bolts is loose, what action should you take?**Suggested answer/s: Cease operation. If unable to rectify immediately, contact authorised personnel and inspect the remainder of the tower bolts for correct tightness. |  |  |  |
| **?** | **What is the purpose of the travel limit device?**Suggested answer/s: To prevent the hoist from hitting the top head sheave or head section of the tower and also from crashing into the base on ground level |  |  |  |
| **?** | **Are you permitted to repair the limit switches on a cantilevered platform materials hoist if they were malfunctioning?**Suggested answer/s: No, only authorised persons can carry out the repairs |  |  |  |
| **?** | **What would you do if you heard any sudden loud noise from the tower area?**Suggested answer/s: Cease operations and notify authorised persons |  |  |  |
| **?** | **If you observed a defect in one of the main controls, who would you report this to?**Suggested answer/s: To an authorised person who would then arrange for corrective action; identify the actual authorised person at the workplace that this should be reported to |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the Operator demonstrate the loading, lifting, raising and lowering of hoist?**Safe Loading 🞏 Unloaded 🞏 LoadedRaising to correct level 🞏 Unloaded 🞏 LoadedSafe unloading 🞏 Unloaded 🞏 LoadedLower to correct level 🞏 Unloaded 🞏 LoadedSmooth operations 🞏 Unloaded 🞏 LoadedFull height 🞏 Unloaded 🞏 Loaded |  |  |  |
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| **Shut Down and Secure Hoist** | **Y** | **N** | **NA** |
| **?** | **Form workers are erecting formwork on an upper level and are close to the edge of the building, what are the most dangerous hazards?**Suggested answer/s: Protruding or overhanging construction timbers, which can come in contact with the moving hoist |  |  |  |
| **?** | **Why is it important to correctly stow and secure the hoist and equipment?**Suggested answer/s: To prevent damage, loss or unlawful use of the equipment |  |  |  |
| 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 Hoists?****Were the following points considered?**🞏 Bring the platform to its lowest position 🞏 Close all gates 🞏 switch off hoist power🞏 Check all the green lights are on to ensure gates are closed 🞏 Switch off main power🞏 All Safety barriers in place  |  |  |  |
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## The VOC is complete. Record results and retain records as required in the procedure.