## 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:** | |
| * **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; 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 verified against requirements specific to the workplace and the type of work they will be required to perform. | |
| 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 questions:** The applicant must be able to correctly answer all questions related to their qualification. The questions applicants are required to answer depends on the type of HRWL they possess and the type of work they will be required to undertake.   The left hand side column of the instrument identifies which questions relate to each type of HRWL by categorising the question as either ‘ALL’, ‘RIG’, ‘INT/ADV’ or ‘ADV’ Scaffold.  The following explains which questions applicants are required to answer:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | HRWL Type | Category of Question | | | | | ‘ALL’ | ‘INT/ADV SCAFF’ | ‘ADV SCAFF’ | C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | | Basic Scaffold | ✓ |  |  | ✓ | | Intermediate Scaffold | ✓ | ✓ |  | ✓ | | Advanced Scaffold | ✓ | ✓ | ✓ | ✓ |  * **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)

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

## VOC Details

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| --- | --- |
| Date of VOC |  |
| Method of VOC | Evidence of Previous Experience, Oral Questions and Practical Tasks |
| Location of VOC |  |
| Specific details about the type of Scaffold work to be undertaken |  |

## VOC Verifier (person conducting the VOC)

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| 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)

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| SME Name |  |
| SME Qualifications & Experience: | * Unit of Competency / Licence\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ * Statement of attainment or other equivalent unit * Other qualifications (relevant): \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ * Current/Relevant experience: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |

## VOC Results

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| Competency of the applicant can be verified on the date of this VOC? | * **Yes**   HRWL:🞏SB 🞏 SI 🞏 SA   * **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.

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| Date of VOC |  |
| Location of VOC |  |
| Specific details about the type of Scaffold work to be undertaken |  |
| 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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| **Mandatory Prerequisite (must be completed before continuing with the VOC)** | | **Y** | **N** | **NA** |
| **The following must be verified:** | | | | |
| **🗎** | High Risk Work Licence (dependent upon type of work) = SB, SI, SA  Licence type and no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_  Note: Refer to ‘National Standard for Licencing for Persons Performing High Risk Work’ for further information on what type of scaffolding work is covered under each licence. |  |  |  |
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| **Plan Work** | | **Y** | **N** | **NA** |
| **?**  **ALL** | **List 5 things a scaffold plan should consider**  Suggested answer/s: Basis of design, foundations, supporting structure, access and egress, tying, bracing, type of scaffold, edge protection |  |  |  |
| **?**  **ALL** | **When would you use a soleboard?**  Suggested answer/s: When ground conditions require the weight of the scaffold to be evenly distributed |  |  |  |
| **?**  **ALL** | **List 3 ways to ensure the stability of the scaffold**  Suggested answer/s: Tying the scaffold to a supporting structure, increasing the dead load by securely attaching counterweights near the base, adding bays to increase the base dimension |  |  |  |
| **?**  **ALL** | **Identify 4 hazards that must be considered when planning to erect a scaffold**  Suggested answer/s: Overhead power lines, underground services, uneven/unsuitable soil, other personnel, surrounding buildings, hazardous materials |  |  |  |
| **?**  **ALL** | **List 4 different types of scaffold**  Suggested answer/s: Mobile scaffold, modular/frame scaffold, tower scaffold, birdcage scaffold, single pole scaffold, suspended or swing stage scaffold, hung scaffold, cantilever scaffold |  |  |  |
| **?**  **ALL** | **Before you use any scaffolding equipment or tools, list 3 things must you check beforehand?**  Suggested answer/s: All equipment is corrosion free, scaffold tubes and planks are not twisted, dented or warped, all electrical equipment is tested and tagged |  |  |  |
| **?**  **ADV SCAFF** | **Would you use open-ended hook-rods to construct a hung scaffold?**  Suggested answer/s: No |  |  |  |
| **?**  **ADV SCAFF** | **What type of scaffolding hoist must be fitted with a load limiting device?**  Suggested answer/s: An electrically powered scaffolding hoist |  |  |  |
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| **Erect and Dismantle Scaffold** | | **Y** | **N** | **NA** |
| ?  **ALL** | **Identify 2 ways you can control the risk of falling objects**  Suggested answer/s: Establish exclusion zones around scaffold, Use perimeter containment screening, never drop |  |  |  |
| ?  **ALL** | **Should you erect a scaffold in close proximity to water or nearby excavations? Explain your answer?**  Suggested answer/s: No, water and nearby excavation may lead to soil subsidence and the collapse of the scaffold. |  |  |  |
| ?  **ALL** | **Describe a method of reducing risk from manual handling when erecting and dismantling a scaffold**  Suggested answer/s: Methods such as carrying less standards at any one time, holding the standards lower to reduce lift height, rotating the task of placing standards, communication when transferring load from one person to another. |  |  |  |
| ?  **ALL** | **During the erection and dismantling process, it is acceptable to stand on mid-rails or hand rails if necessary, true or false**  Suggested answer/s: False |  |  |  |
| ?  **ALL** | **What are the minimum dimensions of a square scaffold baseplate?**  Suggested answer/s: 150mm x 150mm |  |  |  |
| ?  **ALL** | **Scaffolds have varying SWL’s depending on their load bearing capabilities. What are the SWL’s for light, medium and heavy duty**  Suggested answer/s: Light Duty = 225kG, Medium Duty = 450kg, Heavy = 675kg |  |  |  |
| ?  ALL | **What is the minimum width of a scaffold plank**  Suggested answer/s: 220mm |  |  |  |
| ?  INT/ADV  SCAFF | **How many lifts would you support with a single set of spurs?**  Suggested answer/s: 5 |  |  |  |
| ?  INT/ADV  SCAFF | **What type of baseplates would you use to fix the standards of a cantilever scaffold to the needles?**  Suggested answer/s: U-heads or forkheads |  |  |  |
| ?  INT/ADV  SCAFF | **Where would you place the first lift of ledgers and transoms on a cantilever scaffold?**  Suggested answer/s: As close to the needle as possible |  |  |  |
| ?  ADV RIG | **For a hung scaffold, when a ledger is supported in the eye of a sling, how would you stop it from sliding**  Suggested answer/s: Fix a coupler on both sides |  |  |  |
| ?  ADV RIG | **On a suspended scaffold, would you fix a cradle’s working load limit sign to the inside or the outside of the cradle?**  Suggested answer/s: To the inside |  |  |  |
| ?  ADV RIG | **When a drum-type scaffolding hoist is at its lowest point, how many full turns of rope should remain on the drum?**  Suggested answer/s: 3 |  |  |  |
| ?  ADV RIG | **Where two trolleys are used to support a swing stage, how would you stop them from spreading?**  Suggested answer/s: Connect them with a spacer tie (or spreader bar) |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Scaffolder display the correct use of barricading and signage?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the scaffold erected in accordance with the scaffold plan?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the work performed safely whilst platforms are incomplete?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **The completed scaffold is inspected for safety and was compliant with design, statutory and site requirements?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the site left clear of all surplus components, equipment, tools and debris?** |  |  |  |
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| **Inspect Scaffold** | | **Y** | **N** | **NA** |
| **?**  **ALL** | **Name 3 things a scaffolder is responsible for ensuring, prior to handover of the scaffold to the user?**  Suggested answer/s: Complies with the scaffold design drawings, complies with the requirements of the standard, is adequate for the intended purpose, is stable and in a safe condition, has been thoroughly inspected by a competent person, has a scaffold tag attached. |  |  |  |
| **?**  **ALL** | **Identify 3 items that must be checked when inspecting a scaffold?**  Suggested answer/s: Check that standards are bearing correctly, check for missing structural components, check for damaged components, check condition of working and access platforms, check tie fixings, check that ladder is secure if relevant. |  |  |  |
| **?**  **ALL** | **What is the minimum height of a toeboard?**  Suggested answer/s: No less than 150mm above the working platform |  |  |  |
| **?**  **ALL** | **How far must a ladder extend above the landing or a top departure point?**  Suggested answer/s: 900mm |  |  |  |
| **?**  **INT/ADV**  **SCAFF** | **Is a person with an Intermediate Scaffolding Certificate allowed to construct a personnel and materials hoist?**  Suggested answer/s: No |  |  |  |
| **?**  **INT/ADV**  **SCAFF** | **What is the maximum lift height for a normal independent scaffold?**  Suggested answer/s: 2m |  |  |  |
| **?**  **INT/ADV**  **SCAFF** | **How far from a standard can a ledger be joined?**  Suggested answer/s: A ledger can be joined no more than 300mm from a standard |  |  |  |
| **?**  **INT/ADV**  **SCAFF** | **What is the maximum height of a mobile scaffold?**  Suggested answer/s: 3 times its base width |  |  |  |
| **?**  **INT/ADV**  **SCAFF** | **What is the maximum design load for a medium duty scaffold with a minimum width of 900mm?**  Suggested answer/s: Design total load = 450kg (4.4nK), Design concentrated load = 150hg (1.5kN) |  |  |  |
| **?**  **INT/ADV**  **SCAFF** | **If using plywood sheets to cover gaps between scaffold bays, how thick must the plywood be?**  Suggested answer/s: A minimum of 17mm thick |  |  |  |
| **?**  **ADV**  **SCAFF** | **What is the minimum cradle width for a double rope suspended scaffold?**  Suggested answer/s: 900mm |  |  |  |
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## The VOC is complete. Record results and retain records as required in the procedure.