## Instructions

Note: 9 inch grinders are prohibited in some John Holland operations. Where not prohibited approval in writing by General Manager Operations is required before proceeding.

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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) | |
|  |  |
| 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, 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. | |

## 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** |
| **Mandatory prerequisite** | | | | |
| **🗎** | [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: \_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  | GM Approval obtained in writing |  |  |  |
| **Plan Work** | | **Y** | **N** | **NA** |
| **?** | **What type of hazards would you consider for incorporation into your TRA?**  Suggested answers: Potential kickbacks, faulty equipment, inexperienced operators, excessive noise, lead damage, inhalation of fumes, movement of work piece. |  |  |  |
| **?** | **List 5 methods of controlling hazards on site**  Suggested answers: Wear PPE, install exclusion zones and signage, ensure operator is trained and competent, conduct a thorough prestart check on machine, secure work piece. |  |  |  |
| **?** | **List the PPE required to be worn while using a grinder**  Suggested answers: Safety glasses, full face shield /goggles, Long sleeve shirt and trousers, hi vis clothing, safety boots, gloves, non-flammable garments, hearing protection, P2 dust mask. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Has the operator ensured suitable barriers and exclusion zones are in place around the grinding area?** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Conduct Routine Checks** | | **Y** | **N** | **NA** |
| **?** | **When should power tool checks and inspections be conducted by the operator?**  Suggested answers: Daily before use. |  |  |  |
| **?** | **What action would you take with damage and defects found on the grinder?**  Suggested answers: Isolate grinder, report the damage and defects to authorised personnel and ensure safety is not jeopardised. Record details of the damage or defect and tag grinder out of service if required. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator identify the location of the “deadman” switch?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate the safest way of holding the grinder?**  Suggested answer: 2 hands, one hand should grip the handle and the “deadman” switch, while the other hand supports the weight of the tool. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate what pre-operations checks would be made prior to starting the grinder?**  🞏 Power cord: condition 🞏 Extension lead and plugs: condition  🞏 Grinding disc: condition 🞏 Guard and attachments: condition  🞏 All parts are correctly fitted and secure 🞏 Clamps present and in place  🞏 Grinder is fitted with a “deadman” switch 🞏 Secondary handle is fitted |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **When demonstrating how to replace a disc, did the operator:**  🞏 Disconnect from the power source  🞏 Engage disc/wheel lock button and use correct tool to loosen lock nut  🞏 Check condition of new disc  🞏 Ensure lock nut is tightened correctly  🞏 Check guard is in correct position and is secure  🞏 Reconnect grinder to power source and test operation |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Has the operator done the following:**  🞏 Read and signed the TRA 🞏 Completed a start card  🞏 Conducted a pre start 🞏 Completed and signed a JH hot works permit |  |  |  |
|  |  |  |  |  |
| **Setup and Prepare for Task** | |  |  |  |
| **?** | **What type of environment is best suited for the safe operation of a 9 inch grinder?**  Suggested answer: clean, well lit and dry work space, clear work bench with clamps to secure work piece, excluded off to the other personnel, no combustibles within the near vicinity. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **During set up, did the grinder operator ensure all of the following:**  🞏 Signage and barricading erected 🞏 All personnel clear from area  🞏 Leads in date and off the ground 🞏 Work piece secured with clamps  🞏 Fire extinguisher readily available 🞏 Hot work screens erected  🞏 Rotate disc with hand to ensure adequate clearance between disc and guard  🞏 Grinding disc is clean and free of any grinding debris  🞏 Appropriate PPE worn (including double eye and hearing protection)  🞏 All flammable combustibles (e.g. paper, fuel, and oil) are cleared away and stored correctly. |  |  |  |
|  |  |  |  |  |
| **Operate Grinder** | | **Y** | **N** | **NA** |
| **?** | **What should be done between starting the grinder and making contact with the work piece?**  Suggested answers: Allow the grinder to ‘run up’ to operating speed. Do not start grinding until the disc has reached full speed. |  |  |  |
| **?** | **What angle should the grinder be to the work piece?**  Suggested answers: 15 to 30 degrees |  |  |  |
| **?** | **Are you allowed to cut an object using a grinding disc?**  Suggested answer: No. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator ensure the following when testing a new grinding disc?**  🞏 Disc is installed correctly/rotating freely 🞏 Other personnel are clear of work area  🞏 Wearing the correct PPE  🞏 Run grinder for 30 seconds checking disc rotation, on/off switch and smooth operation |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Is the guard positioned to suitably protect the user at all times?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator apply a light grinding pressure and move the grinder in the correct direction (back and forth) when using a depressing centre grinding disc?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Is the operator using the grinder at the correct angle to avoid damage to the disc and directing sparks away from themselves?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator hold the grinder with both hands at all times?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator position themselves in a comfortable stance, with a firm grip to allow the body to resist to any potential kickbacks?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the operator able to establish, monitor and maintain exclusion zones and any screens during works?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator demonstrate the attitude required for safety and procedural requirements?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the operator able to demonstrate control of the grinder during works?** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Shut Down Grinder** | | **Y** | **N** | **NA** |
| **?** | **Can the grinder be placed on a table or the ground immediately after turning the grinder off?**  Suggested answers: No, the operator must wait and check that the disc has come to a complete stop prior to placing it down and/or removing the face shield. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **During shut down, did the operator release the “deadman” trigger and confirm grinder has come to a completely stop?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator check the condition of the grinder and associated equipment prior to storage?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the operator able to effectively isolate the grinder to prevent unauthorised/unexpected movement?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator leave the grinder in a position and location suitable to ensure site safety?** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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