## 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, 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: \_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |
| **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, dust, vibration, manual handling, fuel leaks. |  |  |  |
| **?** | **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, ensure blades are in good condition, use dust suppression methods. |  |  |  |
| **?** | **How do you determine whether there are any services or other materials embedded in the concrete or object being cut?**Suggested answer: Work with the Supervisor and Engineer and use service plans to ensure the exact location of any present services. Ensure all services have been disconnected. |  |  |  |
| **?** | **How can you reduce the amount of dust produced when cutting?**Suggested answer: Use a saw fitted with an extraction device or apply the wet method and use water to minimise dust. |  |  |  |
| 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 cutting area?** |  |  |  |
|  |  |  |  |  |
| **Conduct Routine Checks** | **Y** | **N** | **NA** |
| **?** | **When should saw 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 saw?**Suggested answers: Report the damage and defects to authorised personnel and ensure safety is not jeopardised. Tag saw out of service if required. |  |  |  |
| **?** | **Can you refuel a petrol saw whilst hot?**Suggested answer: No, the saw must be completely cool before it can be refuelled. |  |  |  |
| 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 saw?**🞏 Power cord (if applicable): condition 🞏 Fuel: present and fuel cap secure (if applicable)🞏 Extension lead and plugs: condition 🞏 Blade and guard: condition🞏 Blade and guard: fitted correctly/secure  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator locate the stop/start switches and “Deadman” switch (if applicable)?** |  |  |  |
| 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:**🞏 Turn the saw off and disconnect the power source🞏 Insert the locking pin and use correct tool to release clamping screw🞏 Remove the clamping flange and the cutting disc 🞏 Check condition of new disc🞏 Ensure the direction of cutting disc matches that outlined on the saw🞏 Place disc on the centering collar of the flange🞏 Place flange on the arbor and tighten the cutting disc clamping screws and insert locking pin. |  |  |  |
| 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 (if applicable) |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Setup and Prepare for Task** |  |  |  |
| **?** | **What type of environment is best suited for the safe operation of a demolition saw?**Suggested answer: clean, well lit environment that is clear and free from any hazards and other workers and excluded off to unauthorised personnel. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **During set up, did the saw operator ensure all of the following:**🞏 Signage and barricading erected 🞏 All personnel clear from area🞏 Leads off the ground (if applicable) 🞏 Fuels removed from the work area🞏 Fire extinguisher readily available 🞏 Hot work screens erected (if applicable)🞏 Ensure services (if any) have been positively identified and disconnected)🞏 Appropriate PPE worn (including double eye, hearing protection and dust mask) |  |  |  |
|  |  |  |  |  |
| **Operate Demolition Saw**  | **Y** | **N** | **NA** |
| **?** | **What should be done between starting the saw and making contact with the work piece?**Suggested answers: Allow the saw to ‘run up’ to operating speed to ensure disc is not damaged. Do not start cutting until the disc has reached full speed. |  |  |  |
| **?** | **If the saw is idling and the cutting disc does not come to a complete stop, what must be done?**Suggested answers: The idling speed must be manually adjusted accordingly to ensure it comes to a complete stop. If this does not work, the saw must be returned for repair. |  |  |  |
| **?** | **When using a petrol saw, why is it important not to operate the machine in a closed room?**Suggested answer: Carbon monoxide in the exhaust gas may adversely affect the operator and can cause asphyxiation. |  |  |  |
| 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 hold the saw at the correct height never holding the saw higher than shoulder height?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator hold the saw 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 saw during works** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Shut Down Demolition Saw** | **Y** | **N** | **NA** |
| **?** | **Can the saw be placed on a table or the ground immediately after turning the saw off?**Suggested answers: No, the operator must wait and check that the disc has come to a complete stop prior to placing it down. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator check the condition of the saw 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 saw 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 saw in a position and location suitable to ensure site safety?** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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