



ASSESSMENT INSTRUMENT FOR:

RIIMPO319A Conduct backhoe loader operations

Candidate:

Employer:

Date:

USING THIS INSTRUMENT

This assessment tool is designed to be used to assess skills and knowledge in the workplace to the minimum it addresses the requirements of the NOHSC 7019 standard.

NOTE: All items indicated with a ★ must be addressed to meet the minimum standard for a Certificate of Competence. All of the questions in the assessment must be addressed with the candidate.

If the candidate does not have the required knowledge at the time of assessment the question must be discussed to the degree necessary for the assessor to make a determination of competence, i.e. the candidate not knows what they need to know.

CERTIFICATE ID

NOHSC 7019
Certificate of Competence

RIIMPO319A
Conduct backhoe loader operations



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Assessment Checked by Assessor

Assessors Name


STUDENT ID

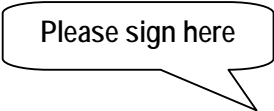
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PROGRESS REPORT

CERT #

	<h2>ASSESSOR GUIDELINES</h2>			
<p>1. Preparing for the Assessment</p> <p>Familiarise yourself with this Assessment Tool and the competency standard(s) it addresses.</p> <p>Confirm the date, time, duration and location of the assessment with the candidate.</p> <p>Ensure candidate is aware of PPE, tools and equipment they need to supply.</p> <p>Ensure venue, equipment and materials are available and SAFE.</p>	<p>2. Conducting the Assessment</p> <p>Explain clearly to the candidate what will be required of them; confirm their understanding through questions.</p> <p>Conduct the assessment, marking every checkbox in the Task Checklist.</p> <p>Wait until the candidate has completed a step before asking underpinning knowledge questions. This is distracting and may affect performance.</p> <p>If you observe a candidate endangering, or about to endanger themselves, others, property or equipment, STOP THE ASSESSMENT IMMEDIATELY and explain the safety situation to the candidate. This indicates the candidate is Not Yet Competent and may require further training before being reassessed.</p>	<p>3. Recording Results</p> <p>Each checkbox must be completed using one of the following options:</p> <p><input checked="" type="checkbox"/> Correct performance</p> <p><input checked="" type="checkbox"/> Not yet achieved</p> <p><input type="checkbox"/> Not applicable</p> <p>If you mark a checkbox incorrectly, draw a line through it, mark the correct response alongside and initial the change.</p>	<p>4. Finalising the Assessment</p> <p>Inform the candidate of the assessment decision and discuss with them, making feedback as clear and constructive.</p> <p>Advise them of any remedial training required and the appeals process (if required).</p> <p>See the sign-off page (last page) of this assessment tool for sign-off instructions.</p> <p>Provide the candidate with an Assessment Evaluation form for quality improvement purposes.</p>	<p>5. Issue of certification</p> <p>Approved RTO Partner assessors should forward a copy of the assessment to:</p> <p>Australian Training Management PO Box 398 Mundaring WA 6073</p> <p>ATM administration staff will process the documentation and forward original certificates to the candidate's employer for inclusion in their Personnel files.</p> <p>The employer will forward the certificate to the candidate.</p>
<p>RIIMPO319A Conduct backhoe loader operations</p> <p>Critical aspects of evidence include performance of the following mandatory tasks:</p> <ul style="list-style-type: none"> Mixing, stripping / spreading/ boring out topsoil and materials Trench excavation / backfilling Lifting and carrying materials Loading trucks 				



PLEASE COMPLETE THE ENROLMENT FORM

STUDENT ENROLMENT FORM		Student No	Student Nos are allocated by the RTO and must be unique to this student	To the Student: Please complete and sign this form. By signing you agree that you may be contacted by the Department of Education and Training and asked to participate in one or more surveys about this training program.	
First Names	Surname				
Address					
Suburb/Town					
Postcode	Phone			Signature	Date

Please complete the form using a **X** in the appropriate boxes

What is your birthdate? Birth Date

What is your sex? Female Male

What is the postcode of the suburb or town in which you usually live? Postcode

In which country were you born? Australia Other - specify

Do you mainly speak English at home? Yes No

Do you speak a language other than English at home? No, English only Yes, other - please specify

How well do you speak English? Very well Well Not well Not at all

Are you of Aboriginal or Torres Strait Islander origin? (Tick one box only) No Yes, Aboriginal Yes, Torres Strait Islander Yes, both Aboriginal and Torres Strait Islander

Do you consider yourself to have a disability, impairment or long term condition? Yes No

If YES, please indicate the areas of disability Impairment or long term condition. (you may indicate more than one area)

Hearing/deaf

Physical

Intellectual

Learning

Mental Illness

Acquired brain impairment

Vision

Medical condition

Other

What is your highest completed school year (tick one box) Completed Year 12 Completed Year 11 Completed Year 10

Completed Year 9
Completed Year 8 or lower
Did not go to school

In which year did you complete that school level? Year

Are you still attending secondary school? Yes No

Have you successfully completed any of the following qualifications? Yes No

If YES tick any applicable boxes

Bachelor Degree or higher

Advanced Diploma or Associate Degree

Diploma (or Associate Diploma)

Certificate IV (or Advanced Certificate/Technician)

Certificate III (or Trade Certificate)

Certificate II

Certificate I

Certificates other than the above

Of the following categories, which best describes your current employment status? (one box only)

Full-Time employee

Part-Time employee

Self Employed - not employing others

Employer

Employed - Unpaid worker in a family business

Unemployed - seeking full-time work

Unemployed - seeking part-time work

Not employed - not seeking employment

What is your main reason for undertaking this course/traineeship/apprenticeship (tick one box only)

To get a job

To develop my existing business

To start my own business

To try for a different career

To get a better job or promotion

It was a requirement of my job

I wanted extra skills for my job

To get into another course of study

For personal interest

For self-development

Other reasons

This form is to be completed by each student enrolled in a training program funded by the Western Australian Department of Education and Training. The form must be retained by the RTO for a period of at least 3 years from the date of enrolment.

Underpinning Knowledge Questions	Answers	Achieved
1. How would you ensure you have all the information required to complete your task correctly and safely?		
2. How would you identify any specific safety requirements, or permits required for the task you are completing?		
3. What underground services would you check for before starting to excavate?		
4. How would you know what PPE is required on a new site?		
5. When should hearing protection be worn?		
6. What action must you take if you identify a hazard in your workplace?		
7. What is the danger of operating near the edge of unconsolidated material?		
8. Name six possible hazards that may be found on a work site that you must check for before operating the machine?		
9. What must be done if a fault or damage is identified on the machine?		
10. What precautions would you take if operating where pedestrians could enter without you noticing?		
11. What precautions would you take to protect a person in a trench (in excess of 1.5m deep) while you are working close to the edge?		
12. What must be provided to prevent a person falling into a trench?		

SAMPLE

<p>13. What is the minimum distance any part of a machine is allowed to operate from: a) Distribution powerlines? b) High voltage transmission lines?</p>		
<p>14. When must an operator conduct an inspection?</p>		
<p>15. How would you determine the pre start and start up requirements on a machine that you were not familiar with?</p>		
<p>16. Would you check the coolant level if the engine was hot from use?</p>		
<p>17. What precaution must be taken when an inspection or work has to be performed under a raised implement?</p>		
<p>18. Describe how to safely mount/dismount the machine.</p>		
<p>19. Is it permissible to jump down from the machine or climb down using other than the steps and handholds provided?</p>		
<p>20. What is the danger of starting and running an internal combustion engine in an enclosed space?</p>		
<p>21. When leaving the machine what should be done with all hydraulically raised attachments?</p>		
<p>22. Before leaving the machine what post-operational checks should the operator carry out?</p>		
<p>23. What hazards would you check for on a travel route before moving the machine to perform work?</p>		
<p>24. You are required to operate the machine on soft and uneven ground. What effect would this have on the load capacity that you could raise and carry?</p>		
<p>25. Before moving off where should the implements be positioned and why would you place them in this position?</p>		

SAMPLE

<p>26. Before reversing a machine what action should you take?</p>		
<p>27. Is it permissible to carry passengers on the machine?</p>		
<p>28. Can you hoist persons on a machine attachment?</p>		
<p>29. You are excavating using the machine. What would be the indications that you are excavating quite close to an underground service?</p>		
<p>30. Why must all dirt and debris be removed from the machine prior to floating on public roads?</p>		
<p>31. State two examples of where you would not direct water when cleaning a machine.</p>		

SAMPLE

Performance Criteria	Critical	Achieved	Underpinning Knowledge Questions	Answers	Achieved
1. PLAN AND PREPARE					
1.1 Access/interpret/ apply compliance documentation					
Did the operator...					
Confirm details of the task with relevant personnel to ensure they are correctly understood?			1. How would you ensure you have all the information required to complete your task correctly and safely?	Talk with your supervisor, other personnel who will be working in the area, your cross shift if working shift work	
Determine workplace rules / procedures or other legislative requirements before commencing?	★		2. How would you identify any specific safety requirements or permits required for the task you are completing?	Refer to the Job Hazard Analysis or safety management procedures.	
Obtain required permits from authorised personnel?	★		What plans and permits are required prior to excavating?	DBYD plans and relevant site permit and excavation certificates	
Identify services in the work area and puts control measures in place?	★		3. What underground services would you check for before starting to excavate?	1. Water / sewer lines 2. Electricity / telecom cables 3. Gas 4. Reticulation	
Identify and select the correct machine for required task including referencing the machines load chart?			How would you identify if a machine was able to complete the task you needed to complete?	Refer to the manufacturers specifications.	
1.2 Obtain, confirm and apply work instructions to task					
Did the operator...					
Discuss the task with the supervisor/ leading hand?			To ensure that you clearly understand the task requirements who do you see?	Supervisor, leading hand, safety personnel.	
Obtain information from pre-start meeting and ensures safety requirements and planned specifications for the tasks are clearly understood?			How can an operator ensure that the work crew clearly understands the task at hand?	Hold a pre-start meeting with the crew.	
1.3 Obtain and confirm safety requirements					
1.3 (a) Safety requirements (Personal Protection)					
Did the operator...					
Foresee need for specific personal protective equipment (PPE)?	★		4. How would you know what PPE is required on a new site?	Site specific induction, check signage.	

Performance Criteria	Critical	Achieved	Underpinning Knowledge Questions	Answers	Achieved
Select and correctly fit appropriate PPE for the task?	★		5. When should hearing protection be worn?	Where the noise could contribute to loss of hearing or where PPE is required	
Check to ensure PPE clean and maintained?					
1.3 (b) Safety requirements (Hazard Identification)					
Did the operator...					
Make an assessment of the work area?	★		6. What action must you take if you identify a hazard in your workplace?	Rectify the situation - Make the area safe, or barricade the hazard and report.	
Develop a plan of how the job is to be completed (with relevant personnel if required)?	★		7. What is the danger of operating near the edge of unconsolidated fill?	The edge fill may collapse.	
Determine appropriate path of movement?			8. Name six possible hazards that may be found on a work site that you must check for before operating the machine?	1. Overhead powerlines/services 2. Personnel in the area 3. Other equipment 4. Underground services 5. Buildings 6. Dust 7. Unstable / uneven ground 8. Dangerous Materials	
1.3 (c) Safety requirements (Hazard Control)					
Did the operator...					
Select and implement appropriate hazard control measures?	★		9. What must be done if a fault or damage is identified on the machine?	Major faults must be tagged with an Out of Service tag. The fault must be reported to supervisor.	
Take appropriate measures to safeguard persons and bystanders?			What must be provided on the machine to protect the operator?	Roll over protective structure. Seat belt.	
Pothole / identify where underground services indicated on a dig permit are before undertaking excavation?			If underground services are indicated on a permit to dig, what should you do before you start to excavate?	Pothole / identify where they are, never trust services are exactly where stated.	

Performance Criteria	Critical	Achieved	Underpinning Knowledge Questions	Answers	Achieved
			10. What precautions would you take if operating where pedestrians could enter without you noticing?	Erect a physical barricade.	
			11. What precautions would you take if any person is in a trench (in excess of 1.5m deep) while you are working close to the edge?	Move the person to a safe distance to the side.	
			12. What must be provided to prevent a person falling into a trench?	Barricade/mesh/signage.	
Obtain permission prior to commencing the work if it was necessary to work closer than the recommended exclusion zone from electrical lines?			13. What is the minimum distance any part of a machine is allowed to operate from: a) Distribution powerlines? b) High voltage transmission lines?	a) 3 metres b) 6 metres	
1.3 (d) Emergency actions					
Ask the operator what actions they would take in the event of the following emergencies...					
			What action would you take in the event of your machine becoming entangled in powerlines?	Assess the situation and determine if the machine is 'live.	
				Stay in the machine if it is safe to do so.	
				If not safe to stay in the machine exit by jumping clear.	
				Ensure not to touch machine and ground at the same time (earthing).	
				When on the ground shuffle away from electrical field ensuring knees together.	
				Not leave area unattended.	

SAMPLE

Performance Criteria	Critical	Achieved	Underpinning Knowledge Questions	Answers	Achieved
			What action would you take in the event of a brake failure or similar loss of speed control?	Attempt to slow the machine using the service brake. Use park brake. Lower implement to the ground to stop the machine. Never bail out.	
			What action would you take if your machine breaks down in a busy traffic area?	Move the machine to a safe area. Park the machine appropriately, applying the park brake, implements lowered, shut down. Erect warning signs or stand sentry if the machine presents a hazard to others in the area. Call for assistance.	
			Name 3 main causes of fires on earthmoving machinery.	Not operating to procedures, monitoring gauges- not allowing turbochargers to cool- overheating tyres. Poor maintenance, blown hoses etc. Poor pre starts – machine faults, rags left on engines etc.	
			State the steps in using a powder type fire extinguisher.	Remove from holder and pull out pin. Test the range of the extinguisher. Aim it at the base of the fire. Attack the fire with a fast sweeping action.	

SAMPLE