



**Forest Industry Assessment Plan System  
FPICOR2205B Follow OHS policies  
and procedures**



## ASSESSMENT PLAN AND RECORD SHEET

### A. Candidate details

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ DOB \_\_\_\_\_ - \_\_\_\_ -19  
 Ph/ Mobile \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ State \_\_\_\_\_ P/C \_\_\_\_\_

### B. Employer details

Company \_\_\_\_\_ Address \_\_\_\_\_  
 Contact \_\_\_\_\_ Ph No. \_\_\_\_\_

### C. Assessor details

Name \_\_\_\_\_ Organisation \_\_\_\_\_

### D. Assessment Context (tick the appropriate boxes or add details as required)

Location/Conditions	Machinery/Technology	OHS Considerations
<i>Industry sector:</i>	<i>Heavy machinery/equipment:</i>	Confined spaces
		Working at heights
		Chemicals
<i>Type of operation, activity:</i>		Manual handling
	<i>Other machinery/equipment:</i>	Noise
	Saws/blades/knives	Hazardous materials
	Chainsaw	Dust
	Portable sawmill	Fire
	Gas-based equipment	Gases /Liquid under pressure
	Welding/grinding equipment	High temperatures
	Mechanised feed systems	Equipment isolation/lock-out
	Kiln/Heat plant	<b>Other (please specify)</b>
	Forklifts/ Other lifting equipment	

### E. Assessment Results

Assessment Start Date \_\_\_\_\_ Assessment Finish Date \_\_\_\_\_

Outcome of Assessment (Tick)  **COMPETENT**  **NOT YET COMPETENT**

Comments/feedback to clarify assessment process and result, including further skill development if required:

### F. Candidate Comments

### G. Candidate Agreement

I agree that I was ready for assessment, and that the assessment process as explained to me has been followed. I have received a copy of this recording tool and the assessor has explained their decision. I also agree that this tool can be used by the Industry or RTO as evidence of competence.

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_

Assessor signature \_\_\_\_\_ Date \_\_\_\_\_

## STANDARD ASSESSOR GUIDELINES

### General Instructions

- Candidate information and preparation  
Assessors must confirm that the candidate is ready for assessment prior to commencing the process. The assessment process (including the purpose of the assessment, evidence collection, right to appeal and any special needs) must be explained to the candidate, who should sign in acknowledgement.
- Complete all relevant details in the Assessment Plan and Record Cover Sheet
- Conduct the assessment using **the Recording Tools provided**

### 1. Pre-Assessment

- Confirm assessment arrangements with candidate and employer/supervisor.
- Assist the candidate to gather evidence for all elements/performance criteria prior to sign-off.
- Arrange with the candidate/employer a suitable location with all required materials and equipment and confirm prior to assessment. Equipment must be safe, well-maintained and meet Australian Standards.

### 2. Safety Instructions

- Candidates must use all required PPE and observe safety procedures at all times.



**The assessment should cease if, in the opinion of the assessor, the candidate's actions or changing circumstances or conditions on site, put themselves or co-workers at risk of injury or are likely to damage equipment/materials.**

### 3. Legislative/Enterprise Requirements

- Ensure that all relevant health, safety and environment practices are followed, that any site-specific requirements are met and that relevant regulations and/or standards are adhered to.

### 4. Gathering Evidence

- **Gather at least three (3) types of evidence to confirm competence.**  
Assess whether candidate performance and evidence supplied against each criteria is **COMPETENT (C)** or **NOT YET COMPETENT (NYC)**. **All elements and critical aspects of evidence from the unit of competence must be assessed, even if not applicable to the candidate's current workplace or job role.**
- **Demonstration/observation Assessment Tool:** use this tool to assess competence in skills and task performance. The assessment should take place in the workplace under normal operating conditions or under conditions that accurately simulate a realistic workplace. Assessors must ensure these requirements are met. One observation may not be sufficient to confirm competence.
- **Questions Assessment Tool:** use this tool to provide a framework for developing questions to test required knowledge. Develop questions to meet the individual work context requirements of the candidate. Retain a copy of questions asked and candidate answers with this assessment plan.
- **Confirmation of Consistent Competence Assessment Tool:** use this tool to record the source(s) of additional evidence gathered to **confirm the candidate's ability to consistently perform the task to the required standard.** Verification by a third party expert is the preferred third form of evidence, however assessors may also be guided by workplace documents, log books or other records that provide evidence of competence over time. Include copies of additional evidence documents where appropriate.

### 5. Recording the Decision

- Complete the assessment tool to indicate whether the candidate is **COMPETENT or NOT YET COMPETENT**. If the candidate is judged to be *Not Yet Competent* clearly indicate the reasons why, and identify any training or further practise needs if relevant.

## ASSESSMENT PLAN SUMMARY

### Suggested pre-requisites/co-requisites for this unit of competency:

Assessors should confirm that there is evidence of competency in any mandatory pre-requisites.

Verified as completed (✓)	Code & Unit
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### What will be assessed?

*The elements of competence to be assessed are:*

- 1 Follow safe work practices
- 2 Identify risks
- 3 Follow emergency procedures

### What assessment methods will be used?

- Demonstration/observation to determine competence against critical and specific aspects, elements and required skills as listed.
- Questions to check required knowledge.
- Use of additional evidence to confirm consistent competence, such as a third party report or alternatively a log book, site production records or similar work records, or product samples or a portfolio of the candidate's work.

### What resources may be required?

- Workplace OHS policies and procedures
- Relevant codes of practice
- Site documents for recording OHS hazards and incidents
- Personal protection equipment
- First aid equipment
- Relevant MSDS
- OHS signage

### Are there any special conditions for the assessment?

- None.

**NOTE:** This assessment plan outlines the **minimum standard** endorsed by industry. The plan can be modified to meet local needs and/or needs of the candidate, including where assessment is part of on-going training, as long as the integrity of the assessment is maintained.

## **ASSESSMENT TOOL: DEMONSTRATION/OBSERVATION RECORD**

### **Instructions:**

Assessors should design practical tasks that require the candidate to demonstrate the application of skills and knowledge relevant to this unit. Some example tasks could be:

- Give the candidate a specific work order that requires them to identify and report on OHS risks and hazards, and to carry out the work in line with OHS requirements.
- Set up a simulation of an OHS incident and check that the candidate can demonstrate the correct response procedures.

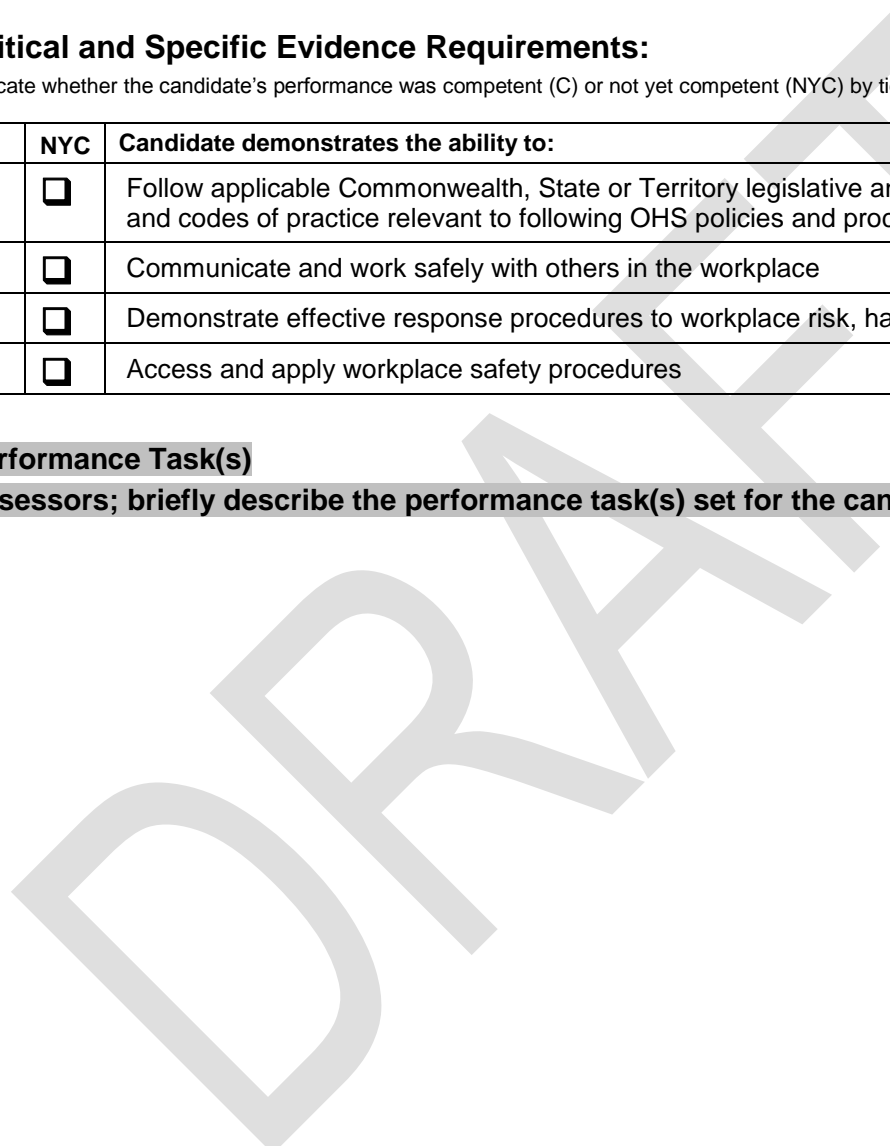
### **Critical and Specific Evidence Requirements:**

Indicate whether the candidate's performance was competent (C) or not yet competent (NYC) by ticking the appropriate box.

C	NYC	Candidate demonstrates the ability to:
<input type="checkbox"/>	<input type="checkbox"/>	Follow applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice relevant to following OHS policies and procedures
<input type="checkbox"/>	<input type="checkbox"/>	Communicate and work safely with others in the workplace
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate effective response procedures to workplace risk, hazards and emergency
<input type="checkbox"/>	<input type="checkbox"/>	Access and apply workplace safety procedures

### **Performance Task(s)**

**Assessors; briefly describe the performance task(s) set for the candidate on this occasion:**



**Unit Performance Criteria:**

Indicate whether the candidate's overall performance for each element was competent (C) or not yet competent (NYC) and tick the appropriate box for each performance criteria observed.

C	NYC	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Element 1: Follow safe work practices</b>
1.1	<input type="checkbox"/>	<p>The candidate identified, verified and followed the following OHS requirements relevant to following OHS policies and procedures:</p> <p><b>OHS REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• THE USE OF PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING</li> <li>• SAFETY EQUIPMENT</li> <li>• FIRST AID EQUIPMENT</li> <li>• FIRE FIGHTING EQUIPMENT</li> <li>• HAZARD AND RISK CONTROL</li> <li>• ELIMINATION OF HAZARDOUS MATERIALS AND SUBSTANCES</li> <li>• MATERIAL SAFETY DATA SHEETS (MSDS)</li> <li>• SAFE FOREST PRACTICES INCLUDING REQUIRED ACTIONS RELATING TO FOREST FIRE</li> <li>• MANUAL HANDLING INCLUDING SHIFTING, LIFTING AND CARRYING</li> <li>• MACHINE ISOLATION AND GUARDING</li> <li>• INDUSTRY STANDARDS</li> <li>• RELEVANT INDUSTRY CODES OF PRACTICE</li> <li>• DUTY OF CARE</li> </ul> <p>All applicable should be applied.</p>
1.2	<input type="checkbox"/>	<p>The candidate performed work tasks following safe operating procedures in line with the following organisational policies and procedures:</p> <p><b>ORGANISATIONAL POLICIES AND PROCEDURES</b></p> <ul style="list-style-type: none"> <li>• LEGAL, ORGANISATIONAL AND SITE GUIDELINES</li> <li>• POLICIES AND PROCEDURES RELATING TO OWN ROLE AND RESPONSIBILITY</li> <li>• QUALITY ASSURANCE</li> <li>• PROCEDURAL MANUALS</li> <li>• QUALITY AND CONTINUOUS IMPROVEMENT PROCESSES AND STANDARDS</li> <li>• OHS, EMERGENCY AND EVACUATION</li> <li>• ETHICAL STANDARDS,</li> <li>• RECORDING AND REPORTING</li> <li>• ACCESS AND EQUITY PRINCIPLES AND PRACTICES</li> <li>• EQUIPMENT USE, MAINTENANCE AND STORAGE</li> <li>• ENVIRONMENTAL MANAGEMENT (WASTE DISPOSAL, RECYCLING AND RE-USE GUIDELINES)</li> </ul> <p>All applicable should be applied</p>
1.3	<input type="checkbox"/>	<p>The candidate employed appropriate operation and use of tools, equipment and machinery for work task requirements and in line with manufacturer's recommendations and organisational policies and procedures.</p> <p>The candidate should identify tools and equipment normally used and demonstrate how</p>

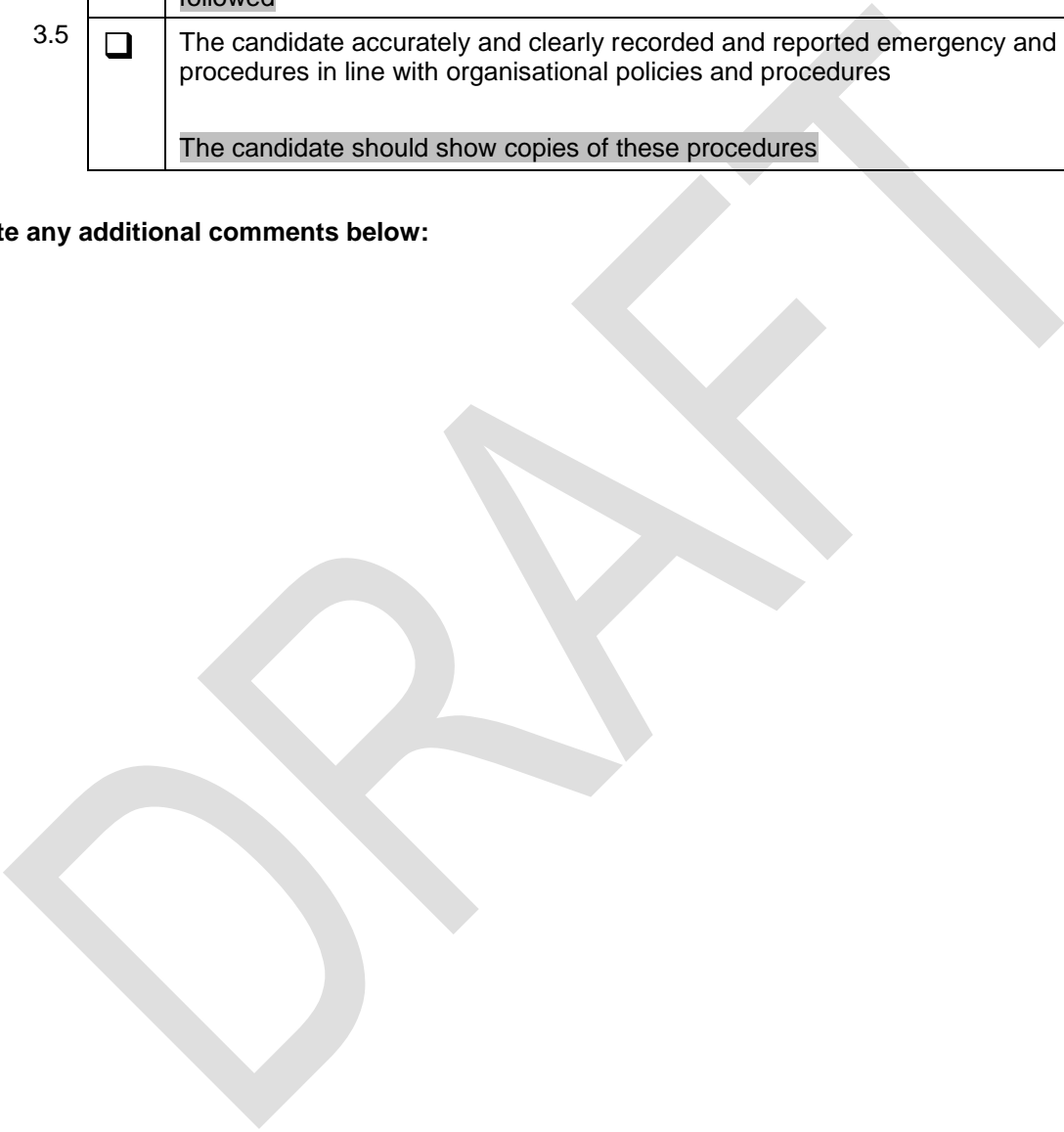
C	NYC	
1.4		<p>they should be safely used.</p> <p><input type="checkbox"/> The candidate selected and used personal protective equipment and clothing, as detailed below, appropriate to work task requirements, and stored according to organisational procedures:</p> <p><b>PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING</b></p> <ul style="list-style-type: none"> <li>• OVERALLS</li> <li>• SAFETY BOOTS</li> <li>• HIGH VISIBILITY VEST</li> <li>• JACKET</li> <li>• GLOVES</li> <li>• SAFETY GLASSES</li> <li>• SAFETY VISORS</li> <li>•</li> <li>• HARD HAT</li> <li>• CAP</li> <li>• DUST MASK</li> <li>• RESPIRATOR</li> <li>• EAR MUFFS</li> <li>• EAR PLUGS</li> <li>• CUT RESISTANT LEG PROTECTION</li> <li>•</li> </ul> <p>All applicable should be applied</p>
1.5		<p><input type="checkbox"/> The candidate used plant and equipment guards in line with manufacturer's specifications.</p> <p><b>PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING</b></p> <ul style="list-style-type: none"> <li>• MAY INCLUDE THOSE PRESCRIBED BY THE MANUFACTURER OF THE PLANT OR EQUIPMENT AND SPECIFIED TO BE USED UNDER OHS LEGISLATION</li> </ul> <p>The candidate should the correct use of equipment guards on the equipment normally used.</p>
1.6		<p><input type="checkbox"/> The candidate identified and followed safety signs and symbols including the following:</p> <p><b>SAFETY SIGNS AND SYMBOLS</b></p> <ul style="list-style-type: none"> <li>• HAZARD IDENTIFICATION</li> <li>• SITE SAFETY</li> <li>• DIRECTIONAL SIGNS AND SYMBOLS</li> <li>• TRAFFIC SIGNS AND SYMBOLS</li> <li>• WARNING SIGNS AND SYMBOLS</li> <li>•</li> </ul> <p>All applicable should be applied</p>
1.7		<p><input type="checkbox"/> The candidate established and maintained communication with others via methods listed below in line with OHS requirements:</p> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• VERBAL AND NON-VERBAL LANGUAGE</li> <li>• CONSTRUCTIVE FEEDBACK</li> <li>• QUESTIONING TO CLARIFY AND CONFIRM UNDERSTANDING</li> <li>• ACTIVE LISTENING</li> <li>• USE OF POSITIVE, CONFIDENT AND COOPERATIVE LANGUAGE</li> <li>• USE OF LANGUAGE AND CONCEPTS APPROPRIATE TO INDIVIDUAL SOCIAL AND CULTURAL DIFFERENCES</li> <li>• CONTROL OF TONE OF VOICE AND BODY LANGUAGE</li> <li>•</li> </ul>

<b>C</b>	<b>NYC</b>	
		The candidate should use at least three different communication methods.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Element 2: Identify risks</b>
	<input type="checkbox"/>	<p>The candidate identified and reported to appropriate personnel existing and potential hazards in the work area as detailed below:</p> <p><b>HAZARDS (MAY INCLUDE)</b></p> <ul style="list-style-type: none"> <li>• CHEMICAL SPILLS</li> <li>• GASES</li> <li>• LIQUIDS UNDER PRESSURE</li> <li>• MOVING MACHINERY AND EQUIPMENT</li> <li>• HAZARDOUS MATERIALS</li> <li>• WORK AT HEIGHTS</li> <li>• HIGH TEMPERATURES</li> <li>• NOISE</li> <li>• DUST</li> <li>• VAPOURS</li> <li>•</li> </ul> <ul style="list-style-type: none"> <li>• FIRES</li> <li>• PROTRUSIONS</li> <li>• SHARP EQUIPMENT</li> <li>• OVERHANGING BEAMS</li> <li>• TRAFFIC</li> <li>• UNEVEN GROUND</li> <li>• OBJECTS FALLING FROM HEIGHTS</li> <li>• BIOLOGICAL AGENTS</li> <li>• ROLLING OBJECTS</li> <li>• FATIGUE</li> <li>•</li> </ul> <p><b>APPROPRIATE PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• SAFETY OFFICERS</li> <li>• SUPERVISORS</li> <li>• SUPPLIERS</li> <li>•</li> <li>• CLIENTS</li> <li>• COLLEAGUES</li> <li>• MANAGERS</li> <li>•</li> </ul>
2.1		The candidate should identify a minimum of five different hazards in the work area
	<input type="checkbox"/>	<p>The candidate followed safe workplace procedures and safe work instructions for controlling risks</p> <p>The candidate should identify the workplace procedures and safe work instructions for controlling the risks associated with three hazards identified in UPC 2.1 above</p>
2.2		
	<input type="checkbox"/>	<p>The candidate accurately and clearly completed hazard, accident or incident reports in line with organisational policies and procedures</p> <p>The candidate should show a hazard, accident or incident report that he/she has completed at the workplace, or show how any one of these reports is to be completed</p>
2.3		

<input type="checkbox"/>	<input type="checkbox"/>	<b>Element 3: Follow emergency procedures</b>
	<input type="checkbox"/>	<p>The candidate notified appropriate personnel in the event of an emergency</p> <p>The candidate should correctly identify the personnel to whom emergencies are to be reported</p>
3.1		
	<input type="checkbox"/>	The candidate followed workplace procedures and work instructions for controlling risks and protecting the environment
3.2		

	The candidate should describe the relevant work place procedures and work instructions (own safety and safety of others must take priority over environmental protection)
3.3	<input type="checkbox"/> The candidate followed safe workplace procedures for dealing with accidents and emergencies within scope of responsibilities The candidate should describe the relevant work place procedures
3.4	<input type="checkbox"/> The candidate practised and carried out emergency and evacuation procedures in the event of an emergency The candidate should demonstrate how emergency and evacuation procedures are followed
3.5	<input type="checkbox"/> The candidate accurately and clearly recorded and reported emergency and evacuation procedures in line with organisational policies and procedures The candidate should show copies of these procedures

Write any additional comments below:



## ASSESSMENT TOOL: QUESTION GUIDE

### Instructions

- a. Modify or add to (but do not remove) the questions below as required to suit the particular workplace and assessment context.
- b. **Document any additional questions that you will ask and attach to this assessment record.**
- c. Questions can be asked during the demonstration of skills or at a separate time as appropriate.
- d. Answers by the candidate should reflect the level of the unit in scope and detail.

### Core questions

Indicate whether the candidate's performance was competent (C), not yet competent (NYC) by ticking the appropriate box.

	C	NYC	Questions to ascertain required knowledge	PC
1	<input type="checkbox"/>	<input type="checkbox"/>	What Occupational Health and Safety (OHS) legislative and organisational requirements apply to this unit, and what are your responsibilities for OHS?	1.1
2	<input type="checkbox"/>	<input type="checkbox"/>	Who do you need to talk to in order to clarify work requirements and ensure the work undertaken meets site requirements?	1.7
3	<input type="checkbox"/>	<input type="checkbox"/>	What are the requirements and procedures for environmental care, including the safe disposal of waste?	
4	<input type="checkbox"/>	<input type="checkbox"/>	Give at least two examples of how you could follow anti-discrimination legislation in the workplace.	
5	<input type="checkbox"/>	<input type="checkbox"/>	Give at least two examples of how you use maths when performing the work associated with this unit, for example calculating, estimating or measuring.	
6	<input type="checkbox"/>	<input type="checkbox"/>	Describe how to accurately record, report and maintain workplace records and information.	3.4

### Unit specific questions

Indicate whether the candidate's performance was competent (C), not yet competent (NYC) by ticking the appropriate box.

	C	NYC	Questions to ascertain required knowledge	PC
7	<input type="checkbox"/>	<input type="checkbox"/>	Describe the steps involved in workplace hazard identification and risk control.	2.1 2.2 2.3
8	<input type="checkbox"/>	<input type="checkbox"/>	Describe at least five OHS hazards associated with the type of work, the risks associated with the hazards and what controls are used.	2.1, 2.2
9	<input type="checkbox"/>	<input type="checkbox"/>	What procedures are in place for controlling risks.	2.3
10	<input type="checkbox"/>	<input type="checkbox"/>	Identify the personnel that an accident, incident or emergency should be reported to in the workplace.	3.1
11	<input type="checkbox"/>	<input type="checkbox"/>	Describe what the relevant safety signs/symbols mean in the workplace.	1.6
12	<input type="checkbox"/>	<input type="checkbox"/>	List the personal protection equipment and clothing needed in the workplace.	1.4
13	<input type="checkbox"/>	<input type="checkbox"/>	List the safety equipment needed in the workplace and how to correctly use and maintain it.	1.5
14	<input type="checkbox"/>	<input type="checkbox"/>	Describe the maintenance procedures that should be conducted on relevant equipment to reduce the likelihood of incidents occurring.	1.3 2.3
15	<input type="checkbox"/>	<input type="checkbox"/>	Describe the emergency evacuation procedures in the workplace.	3.3
16	<input type="checkbox"/>	<input type="checkbox"/>	Describe procedures for dealing with a ..... situation. (nominate <u>one</u> potential accident relevant to the workplace).	3.2
17	<input type="checkbox"/>	<input type="checkbox"/>	Identify your OHS representative (if applicable)	2.2

## **ASSESSMENT TOOL: CONFIRMATION OF CONSISTENT COMPETENCE**

Evidence confirming consistent competence may be gathered from a variety of suitable sources. This can include work records and examples of the candidate’s work during or prior to the training period, and/or a report provided by a third party who has knowledge about the candidate’s work over a reasonable period of time. This person could be a workplace skill expert, supervisor or team leader.

Indicate below the type of supplementary evidence used in this assessment, and where applicable attach copies of documents or photos/descriptions of finished products to this assessment plan.

✓	Type of evidence	✓	Type of evidence
	<ul style="list-style-type: none"> <li>log book or record book</li> </ul>		<ul style="list-style-type: none"> <li>site training records</li> </ul>
	<ul style="list-style-type: none"> <li>site production records or similar work records</li> </ul>		<ul style="list-style-type: none"> <li>completed assignment work</li> </ul>
	<ul style="list-style-type: none"> <li>product samples or a portfolio of work</li> </ul>		<ul style="list-style-type: none"> <li>attendance at training courses, workshops</li> </ul>
	<ul style="list-style-type: none"> <li>third party report (see below)</li> </ul>		<ul style="list-style-type: none"> <li>Other (please specify)</li> </ul>

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## ASSESSMENT TOOL: MODEL ANSWER GUIDE

The guide below contains acceptable minimum answers for each of the questions asked in the Question Guide. The answers below are intended as examples of minimum acceptable answers from the candidates. It is expected that assessors will conduct their own assessment of the worksite in order to verify that the answers given match the workplace practice:

1	<p>Answer should include at least 2 of the following for OHS:</p> <ul style="list-style-type: none"> <li>• Hazard identification and controls,</li> <li>• Safe Work Method Statements,</li> <li>• Safe Operating Procedures or similar,</li> <li>• required PPE,</li> <li>• reference to policies and procedures,</li> <li>• reference to first aid and medical treatment facilities,</li> <li>• tag out, lock out or isolation procedures, guarding and notification procedures for machine operation.</li> </ul>
2	Answer appropriate to the work site. Usually a supervisor or team leader. Occasionally another team member.
3	Answer should include reference to one or more of reduce, re-use, recycling of waste products. Reference may be made to air quality and noise. Company environmental management policies, procedures, assessments and impacts may be referenced.
4.	At least two of the following: 1) Equal opportunity employment, 2) Antidiscrimination/harassment/bullying policies and procedures, 3) Disability employment opportunities, 4) Counselling/complaints policies and procedures.5) Treating people equally
5.	<p>Answer may include the following:</p> <p>FGM, HH – 1) measurement of distance, 2) measurement of angles/slopes, 3) measurement of height 4) measurement of direction, 5) measurement of area, 6) measurement of volume</p> <p>TMP, SMP, WPP, TM, WM - 1) measurement of length, 2) measurement of angles, 3) measurement of height, 4) measurement of area, 5) measurement of volume, 6) measurement of weight</p> <p>Note: Assessor may request example of maths relevant to this unit.</p>
6	Answer may include any of the following applicable to the workplace: verbally, in log book, on work order, on computer, on checklists
7	<p>Answer should include:</p> <ul style="list-style-type: none"> <li>• Hazard identification</li> <li>• Risk assessment</li> <li>• Risk control</li> </ul> <p>Answer can also include:</p> <ul style="list-style-type: none"> <li>• Monitor or check controls</li> </ul>
8	Answer should describe at least <u>five</u> hazards in that workplace, the risks associated with those hazards and the controls used
9	Answer should refer to following safe work procedures and following safe work instructions when controlling risks.
10	Answer should identify relevant person or persons (eg. supervisor, safety officer. Note: may be different personnel for accidents, incidents and emergencies).
11	Answer should describe what the signs mean.
12	Answer should identify the PPE required for the workplace.

13	Answer should identify relevant plant and equipment guards, and describe how these are used and maintained.	
14	Answer should refer to the manufacturer's recommendations and workplace procedures.	
15	Answer should describe the procedure for that workplace.	
16	Answer should include reference to procedures dealing with accidents/incidents in the workplace, and should include raising the alarm (reporting, requesting emergency assistance), administering first aid, protecting others from harm, limiting the spread of the incident if applicable.	
17	Answer should identify relevant person.	

These answers were last reviewed and moderated as effective by (list initials)

From (list company) Timber Training Creswick Ltd

On (insert date) ? ? 2010

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## THIRD PARTY REPORT

The purpose of this report is to confirm that the assessment candidate can consistently apply the skills and knowledge of this unit to the required standard.

In order to complete this report, the third party will need to have direct knowledge of:

- the job function and the candidate’s application of skills and knowledge to that function
- any relevant legislation, regulations or industry standards
- the candidate’s ability to repeatedly perform to the required standard.

*Note: This report is used as one form of supporting evidence to be considered in the total assessment process and does not represent a final judgement on the competence of the candidate.*

**Performance criteria**

**Element 1: Follow safe work practices**

**Element 2: Identify risks**

**Element 3: Follow emergency procedures**

***In the view of the third party making this report, the candidate consistently..... (tick appropriate)***

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Follows applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice, including OHS, environmental and organisational policies and procedures, relevant to following OHS policies and procedures |
| <input type="checkbox"/> | <input type="checkbox"/> | Communicates and works safely with others in the work area  |
| <input type="checkbox"/> | <input type="checkbox"/> | Demonstrates effective response procedures to workplace risk, hazards and emergency   |
| <input type="checkbox"/> | <input type="checkbox"/> | Accesses and applies workplace safety procedures  |

**Additional comments:**

<b>Name</b> .....	<b>Ph No.</b> .....
<b>Signature</b> .....	<b>Date</b> .....
<b>Organisation</b> .....	<b>Position</b> .....