

**Templates for Farmers:**

**Training Competencies**

From Page 2 onwards, this document provides a template to enable you to create a training competency record, specific to each piece of equipment in your company. Following these instructions will mean that your company is one step closer to becoming compliant with your OH&S responsibilities.

It is important to note that simply having this record is not enough to discharge your employer duties.

**Instructions for Use:**

1. Save this word document, and double click the header to insert your company name and remove the highlight.
2. Read through the listed skills and add/remove/change any options for the wording as required. Delete the highlighted reminder when you’re happy with the list.
3. Fill in the table at the bottom with the version number, date, your name and a digital signature (or you can print the document off, sign it and scan it back in for your records).
4. Print/Save a new copy of this file, to take your employees through the list of skills, and assign a Yes/No/NA answer.

**What to do next:**

1. Use this training document to induct new employees, and also to provide training for existing employees.
2. This is also worthwhile discussing during a toolbox meeting. A record of who is in attendance should be kept.
3. Take on and address any feedback or concerns that your employees may have. Adjust as necessary.
4. Once the training is completed, the Assessor and the Employees should all sign and date the form.
5. Place a copy of this training record in every participating Employee’s employment file.

To protect our workers, our animals and our equipment, we need to ensure that if you do a task, you are competent to do it or you are under the supervision of someone who is competent and can train you. Once you have been assessed as competent, we expect you to follow the training provided at all times. If you are asked to do a task for which you are not competent then let the person who has requested it know, so that supervision or training can be arranged.

The manufacturer, supplier, external training provider or you (if you have the necessary skills and expertise) can provide training. Some Registered Training Organisations offer - ‘Operate and Maintain Chainsaws’ (AHCMOM213) which is a nationally recognised unit of competency.

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| --- | --- |
| Chainsaw Operation |  |
| Skills Required | Yes/No/NA |
| Can locate and explain all machine operations and controls. |  |
| Is aware of the hazards of operating a chainsaw\* and can explain what types of injury can occur.  |  |
| Wears required Personal Protective Equipment (PPE) includes steel capped boots, eye and hearing protection, protective leg clothing (chaps), gloves. If felling trees includes a helmet. |  |
| Ensure all guards are fitted, secure and functional. |  |
| Check the effectiveness of saw chain brakes , checks and maintains fluid levels |  |
| Checks chain sharpness and tension and adjusts as required |  |
| Demonstrates correct way to start a chainsaw |  |
| Demonstrates how to assess a tree before cutting, pruning or dropping it |  |
| Understands own limits and when there is a need for a professional tree lopper |  |
| Demonstrates correct method to cut felled wood, to prune, cut and drop small trees, and, if required, to prune, cut and drop large trees. |  |
| Maintains clear work area |  |
| Ensures emergency first aid measures are in place and communication systems if working alone. |  |
| Cleans and prepares chain saw for next use |  |
|  |  |
| ADD or AMEND as necessary |  |
|  |  |

\*Hazards from operating a chainsaw include:

* Kick back
* Push-back.
* Pull-in.
* Hair/clothing getting caught in moving machine parts.
* Rotating sharp chain.
* Flying debris.
* Trip hazards.
* Body strain.
* Noise.
* Falling from a tree
* Dangers associated with the work area e.g. where tree being dropped hits and drops another tree or branch, general tripping hazards, slippery surfaces etc.

**The following person(s) have completed the training and been assessed as Competent on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessed by (print name and signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **Employee Name** | **Employee Signature** |
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**NOTE:**

Don’t forget to retain a copy of this competency training document on each individual’s employment files.

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| --- | --- | --- | --- |
| **Version Number** | **Date Approved** | **Document Author** | **Author Signature** |
| 1.0 |  |  |  |
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