A logo with a tractor in a circle

Description automatically generated

A black background with a black square

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**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 that 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.

**Pre-requisite**: Before undertaking this task, the operator of the machinery being used to stack/de stack hay must first be competent in the use of that machinery.

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| --- | --- |
| Hay Stacking |  |
| Skills Required | Yes/No/NA |
| Can explain the various hazards\* that can occur when moving, stacking or de-stacking different sizes of hay. |  |
| Understands what equipment is to be used for different types of bales and checks machinery has a falling object protective structure (FOPs) and Roll Over Protective structure (ROPs) in place before starting equipment. |  |
| Understands and accounts for the effect of the weight of the bales on axles and weight distribution of the machine or trailer |  |
| Ensures there are no pedestrians, especially children, in or around the working area while stacking or de-stacking hay. |  |
| Carries all bales low to the ground and is aware of overhead obstructions like trees, bridges and power lines. Avoids rough ground that could cause bales to dislodge during transport. |  |
| Can explain that hay stacks are built on firm, level ground, away from fire hazards, sources of ignition, overhead power lines, dwellings, boundary fences and footpaths. |  |
| Understands to never stack higher than the lifting capabilities of the handling equipment used for stacking and de-stacking. |  |
| Understands and demonstrates when building a new haystack that the stack will be more stable if its height does not exceed 1.5 times the shortest base dimension. |  |
| Stacks big round bales on their ends (if covered) or stacks them on their sides in a pyramid that does not exceed 4 layers high and is chocked at each end. |  |
| Stacks big rectangular, square or high-density bales by overlapping to form a stable stack. |  |
| Knows and demonstrates when de-stacking to remove bales from the upper row first. Where haystack has been damaged or subsided, always de-stacks from the opposite side of the haystack. |  |
| Arranges a safe system of work with the driver before commencing to load a truck (covers separation of truck driver from moving vehicles and possible fall of bales from truck). |  |
|  |  |
| ADD or AMEND as necessary |  |
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\* **Hazards that can occur when moving, stacking or de-stacking different sizes of hay include:**

* Operators of machinery being struck by falling bales
* Pedestrians/workers/truck drivers being struck by falling bales
* Falls from vehicles and machinery used to transport or stack bales
* Electrocution from contact with overhead electricity power lines
* Overturn of vehicles and machinery when transporting bales
* Falls from bale stacks
* Contact with bale handling machinery such as elevators
* Fires
* Exposure to dust (causing respiratory diseases and infections)

**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** |
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