

**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 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.

The manufacturer, supplier or you (if you have the necessary skills and expertise) can provide training.

|  |  |
| --- | --- |
| Header |  |
| Skills Required | Yes/No/NA |
| Operator wears suitable clothing and footwear? |  |
| Has reviewed the operating instructions and can describe the purpose and correct use of controls? |  |
| Completes a pre-operational check before starting |  |
| Operator can identify hazards\* that may be encountered when using header |  |
| Follows the manufacturers starting procedure |  |
| Demonstrates the 'Safe stop' procedure before carrying out any maintenance |  |
| Can use any grain sampling mechanisms provided |  |
| Has knowledge of and demonstrates a safe system of work for combining paddocks where there are overhead power lines (including knowing the height of the machine at the highest point including aerials and the height of overhead power lines)  |  |
| Follows correct procedure for working under the header (use the supports provided) |  |
| Follows correct procedure when transferring the header on and off its transport trailer |  |
| Provides and uses correct tools and a knife guard to aid safe removal, handling, and storage of the cutting knives |  |
| Works with the cab door shut (helps control dust and noise) |  |
| Demonstrates care when reversing  |  |
| Demonstrates safe driving on steep ground including avoids sudden changes of direction, braking and turning cautiously on downhill and side slopes. |  |
| Parks across slopes if possible and ensures the handbrake is fully applied before leaving the vehicle |  |
| Regularly cleans straw and chaff deposits from the engine compartment and around belts and pulleys |  |
| Carries suitable fire-fighting equipment (e.g. a fire extinguisher) and has other fire-fighting equipment available |  |
| Has knowledge of, and demonstrates correct response when extreme weather conditions occur (High temperature, high winds, relative humidity) |  |
| Demonstrates correct use of communication devices while operating |  |
|  |  |
| ADD or AMEND as necessary |  |

\*Hazards from operating a header include:

* Becoming entangled with the levelling or discharge augers in the grain tank
* Falling from the machine, especially during pre/post season cleaning
* Contacting overhead power lines
* Being run over
* Contact with the knife, reel or stripper rotor
* Contact with the straw chopper or spreader
* Being trapped under the header or injured by the header falling from its transport trailer
* Being injured by the drive mechanisms or trapped when automatic sensors operate
* Dust
* Fires
* Noise

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

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

|  |  |
| --- | --- |
| **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 file.

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