

**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. The Unit of Competency *AHCMOM212 – Operate quad bikes*, is a nationally recognised qualification available through some Registered Training Organisations.

|  |  |
| --- | --- |
| Quad Bike Operation |  |
| Skills Required | Yes/No/NA |
| Operator can explain why the use of quad bikes are a major cause of fatality and serious injury |  |
| Operator is physically capable of actively riding a quad bike |  |
| Operator is dressed in suitable work clothing and footwear for operation |  |
| Describes the purpose and correct use of machine controls |  |
| States why passengers are not to be carried on quad bike |  |
| Can complete a pre-operational check (see \* below) |  |
| Checks operation and adjustment of brakes |  |
| Checks and correct tyre pressure |  |
| Operator wears supplied helmet  |  |
| Knows what appropriate personal protective equipment (PPE) including for different farm tasks |  |
| Follows the manufacturer’s starting procedure |  |
| Knows where the kill switch is and how to operate it |  |
| Demonstrates how to ride in forward direction around a defined course, actively shifting weight as outlined in the manufacturer’s instructions. Brakes at corner/s of defined course and avoids sharp turns |  |
| Demonstrates how to reverse, if appropriate |  |
| Rides the quad bike, demonstrating control over more difficult terrain such as slope, gully, and channel bank |  |
| Knows how to calculate safe loads and use attachments and where to find this information for each quad bike on the farm |  |
| Knows and follows farm safety rules, including speed limits and quad bike no-go zones |  |
| Knows which jobs the quad bike is to be used for (and what it should not be used for) and appropriate alternative vehicles |  |
| Knows how to safely load, transport, unload and store a quad bike |  |
| Knows how to safely check and fill the quad bike with petrol |  |
| Checks for and reports any maintenance issues after use  |  |
| Cleans the quad bike after use (e.g. wash off mud, manure, chemical residue) |  |
| Removes keys to prevent unauthorised use |  |
|  |  |
| ADD or AMEND as necessary |  |
|  |  |

\* **Pre Operational Check**

|  |  |
| --- | --- |
| **Check Item** | **Yes/No** |
| Serviced and maintained |  |
| Brakes and Tyre Pressure |  |
| Operator Protective Device installed |  |
| Within load limits |  |
| No Passengers |  |
| Operator trained |  |
| Operator 16 years old or over  |  |
| Operator helmet and PPE |  |
| Pre-approved areas of use |  |
| Defined speed limits |  |
| Supervised |  |
| On farm hazards discussed |  |
| Emergency ready |  |

**NOTE:**

This quad bike operator skills assessment was largely based on the WorkSafe Victoria publication *Quad Bikes on Farms Handbook*.

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

**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** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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