

**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.

|  |  |
| --- | --- |
| Telehandler Operation |  |
| Skills Required | Yes/No/NA |
| Is trained and licensed\* (where required) to operate the telehandler |  |
| Is familiar with the specific make and model of telehandler and has reviewed the manufacturers operating instructions  |  |
| Carries out daily checks, including safety devices  |  |
| Reports all defects to their supervisor |  |
| Understands the risk of poor visibility and checks all visibility aids such as mirrors are in good condition and properly adjusted, and the cab windows are clean prior to operation  |  |
| Follows supervisor instruction on the task, hazards, control measures (including designated exclusion zones) and site conditions that may affect the safe operation of the telehandler;  |  |
| Understands the telehandler’s limitations on the rating plate and load charts. Never overloads the telehandler; |  |
| Knows their site – is aware of slopes, ground conditions, overhead power lines (OHPLs), visibility, pedestrians and other potential hazards that may affect the safe operation of the telehandler; |  |
| Always checks for pedestrians prior to moving telehandler.  |  |
| Knows to immediately stop telehandler when pedestrians enter into the work area  |  |
| Wears the seat belt at all times to reduce the risk of injury should the telehandler overturn |  |
| Is familiar with using and changing any attachments. (Operates isolation switches, hydraulic valves, or other measures provided to secure and/or isolate attachments safely) |  |
| Understands the attachment’s effect on the telehandler’s actual capacity and the need for any derating |  |
| Complies with the legal requirements for driving a telehandler on the public roads |  |
| Travels with the boom lowered to make sure that the centre of gravity of the machine and the load is as low as possible to maximise stability; |  |
| Carefully chooses routes to avoid OHPLs, very steep slopes or gradients and slippery or loose surfaces; |  |
| Adopts the correct driving direction and travelling position for negotiating a slope or gradient, eg when a load is carried the load should face uphill. When no load is carried the fork arms should face downhill |  |
| Avoids turning on or traversing a slope or gradient and always descends straight down the gentlest gradient of a slope, instead of driving diagonally across it; |  |
| Avoids stacking/de-stacking a load on a slope or gradient where possible |  |
| Uses suitable supports if any work has to be carried out under a raised boom. |  |
| Informs supervisor if any faults or safety issues arise while using the telehandler |  |
| Leaves the telehandler in the correct manner - parks on level ground, lowers the boom/attachments, applies the parking brake, leaves the transmission in neutral, switches off and take the ignition keys out; |  |
| Gets in and out of the cab safely |  |
| Where necessary cleans the cabin and mud, manure, and other impediments from the telehandler. |  |
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| ADD or AMEND as necessary |  |

**NOTE:**

IN VICTORIA (as at 30/4/20)

1. Telehandlers with a capacity of three tonne or less do not require a licence to operate (unless they have a work platform), but operators should have training in relation to the machine and attachment being used and be competent in their use.
2. Telehandlers with a capacity over three tonne require a high risk work license - being a non– slewing CN licence or if a slewing telehandler (with a slewing limit greater than five degrees) which could be a C0, C1, C2 or C6 high risk work license.
3. A forklift license **cannot** be used to operate telehandlers over three tonne capacity.

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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Employee Name** | **Employee Signature** |
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| **Version Number** | **Date Approved** | **Document Author** | **Author Signature** |
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