

Operating mobile plant verification of competency (VOC)

Small Mines Roadshow 2024

February to April 2024



Verification of competency (VOC)

What is it?

A verification of competency (VOC) is a method of assessment that can be used to demonstrate workers ability to operate equipment and/or undertake the responsibilities of their role. In fact, a VOC is often required by employers before individuals are even allowed on site or before they can start their job.



VOC and the law

Work Health and Safety Regulation 2017

Clause 39 Provision of information, training and instruction

Work Health and Safety (Mines and Petroleum Sites) Regulation 2022

Section 107 Duty to provide information, training and instruction

Section 111 Record of training

Safety management system

Does your site's safety management system for the quarry have provision for training and assessment of mobile plant operators?

Does this include a theory component?

Does the process include trainees logging hours under supervision?

Who undertakes the assessment of the worker getting VOC? What experience or qualifications do they have?

Double click in this space to add the name of your mine and/or logo [here](#)

Training

- 1. AIM:** The aim of this program is to ensure that all workers have the appropriate training, skills, knowledge, and information to work safely and competently. Management [are](#) committed to investing resources into the training of its workers and intend on developing clear training objectives so that training is structured and delivered as a combination of on the job training and external education.
- 2. WHAT:** All workers and contractors will need to have the appropriate competencies to operate machinery and equipment at the mine. These competencies will be checked and recorded during the induction process (Form 13C). If workers have not yet achieved the required competency, then a training program will be developed/delivered to enable the worker to obtain the appropriate competency level.
- 3. WHO:** People who undertake the following activities will be given training:
 - _____
 - _____
 - _____
 - _____
- 4. HOW:** During the course of the site safety meeting/toolbox meeting we will analyse the training needs of people employed at the mine. We will discuss the tasks that are performed at the mine, and we will schedule training where it is deemed necessary.

A training/competency register will be maintained for each employee (Form 14B) and it will be filed in the worker's personnel file. This register will list all training completed by the worker, including a record of all competencies (permits, tickets) that he / she holds, [e.g.](#) fork lift, first aid, loader ticket, crusher operation, induction.

When a person has been deemed competent to operate mobile plant or other equipment, Form 14B will be signed off and a record will be kept of how he/she was deemed to be competent. If an external provider is used, then a record of the permit number will be recorded.

Form 14B will also be used to record when workers have been trained in each safe work method statement (SWMS) and high-risk permits used at the mine.
- 5. WHEN:** All training requirements for each calendar year will be recorded on the training plan (Form 14A). A review our training requirements will be conducted as per the yearly plan (Form 1A).



How do you verify someone as competent?

13

Double click in this space to add the name of your mine and/or logo [here](#)

Form 13E: Verification of competency assessment (mobile plant)

Any person who is required to operate an item of plant or equipment at our mine site must demonstrate that they are competent to do so before they are permitted to operate the item of plant or equipment.

NOTE: The person who performs the below checks must be competent in and familiar with the operation of the item before they can complete the plant or equipment operator competency verification checklist.

Plant type (eg loader, excavator):	
Plant make (eg, Hitachi, Kobelco):	
Operator name:	
Operator company:	
Date of competency check:	

The following details must be checked and verified by a nominated competent person.

	Yes	No	N/A
1. Is a high-risk licence required to operate this item of plant/equipment? (Forklift, EWP>11m, Cranes, etc)?			
2. a. If yes, is the operator able to produce a current/valid copy of the licence?			
3. Does the operator hold an existing licence or current certificate of competency for the plant/equipment? (which there is no longer a high-risk work licence required e.g. load shifting)			
4. Is the licence or certificate of competency appropriate for that item of plant/equipment?			
a. Licence / certificate type?			
b. Licence / certificate number?			
5. Is the operator authorised to use this item of plant/equipment?			



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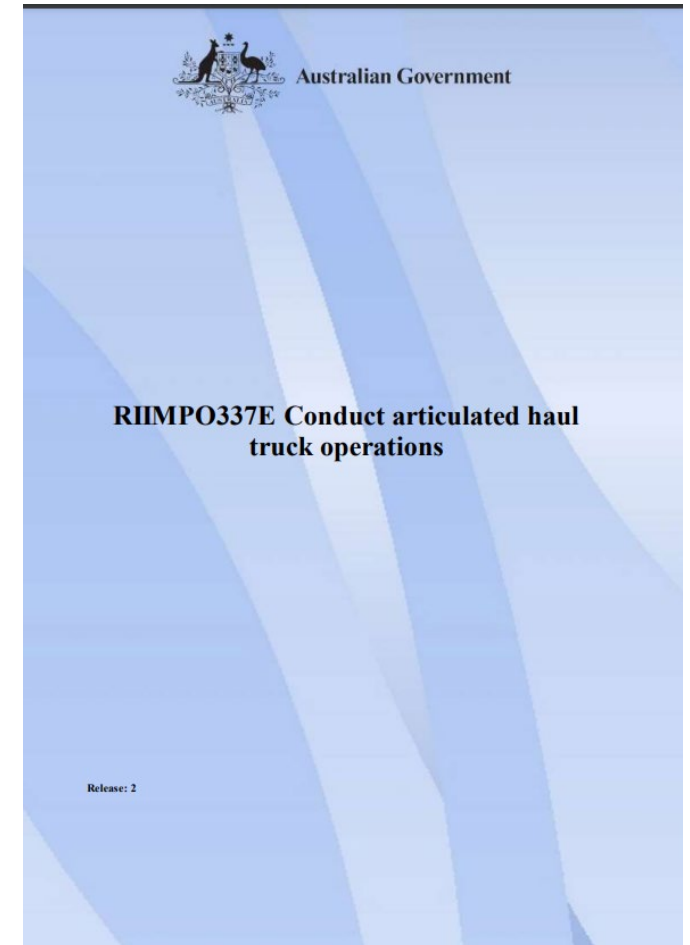
Training.gov.au – unit of competency documents

<u>RIIMPO304E- Conduct wheel loader operations</u>	Conduct wheel loader operations
<u>RIIMPO308F- Conduct tracked dozer operations</u>	Conduct tracked dozer operations
<u>RIIMPO313E- Conduct face loader operations</u>	Conduct face loader operations
<u>RIIMPO319E- Conduct backhoe/loader operations</u>	Conduct backhoe/loader operations
<u>RIIMPO326E- Conduct water vehicle operations</u>	Conduct water vehicle operations
<u>RIIMPO307E- Conduct wheel grader operations in underground mines</u>	Conduct wheel grader operations in underground mines
<u>RIIMPO301E- Conduct hydraulic excavator operations</u>	Conduct hydraulic excavator operations

Unit of competency documents

Details the elements and performance criteria e.g.

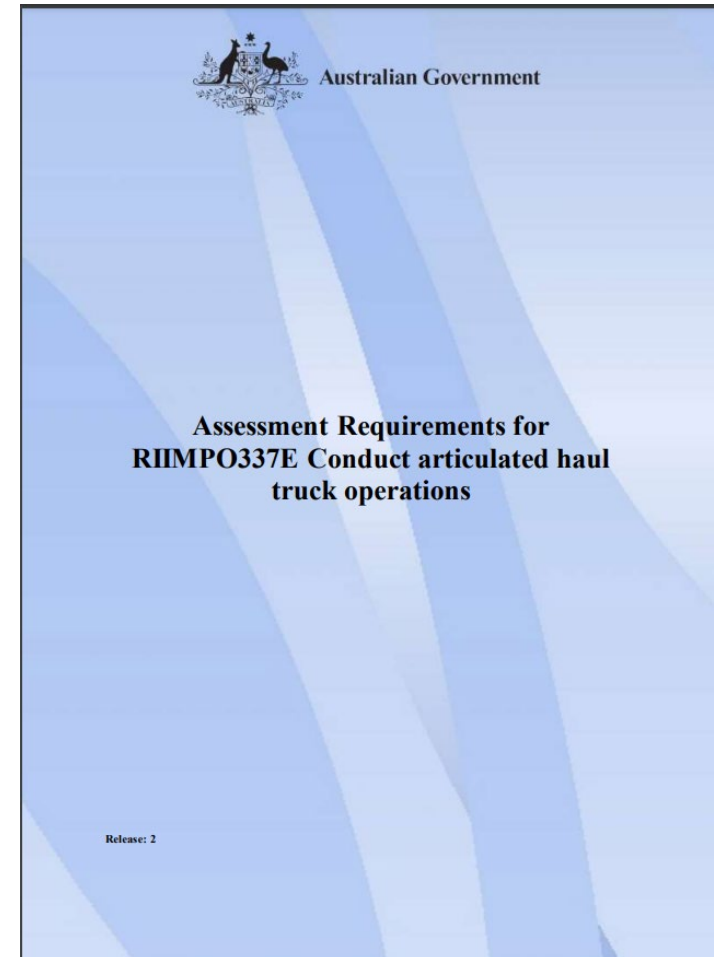
1. Plan and prepare for articulated haul operations
2. Operate articulated haul truck in line with established requirements
3. Load, haul and dump material to complete work activity
4. Conduct housekeeping activities



Assessment requirements

Example of performance evidence:

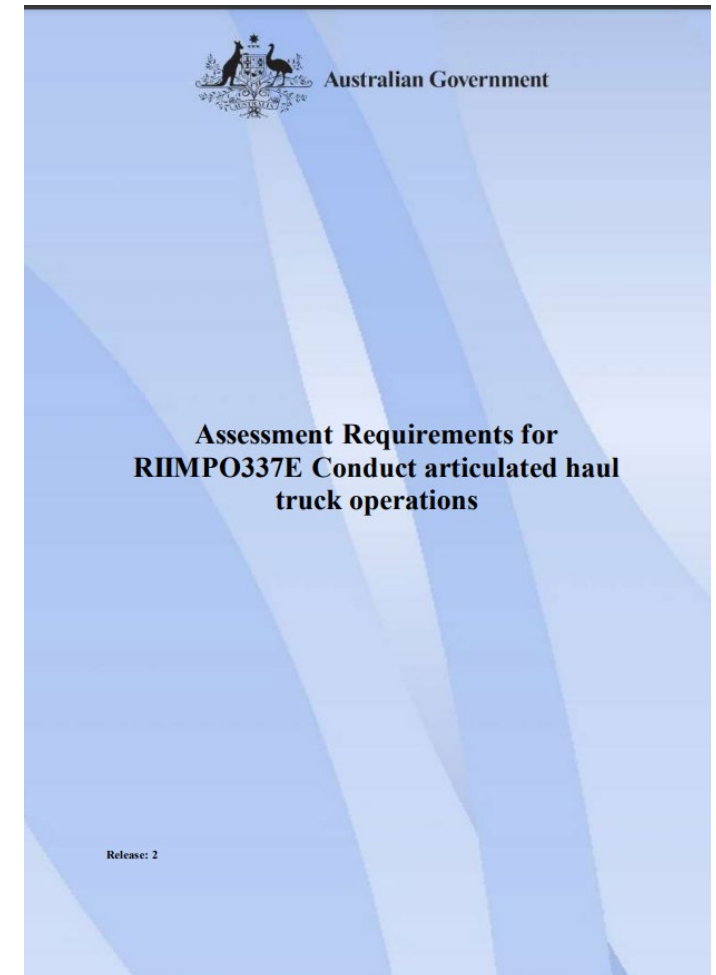
- Conducting prestart checks shutdown procedures
- Driving and operating the haul truck to suit site conditions.
- Positioning vehicle for loading of materials with different types of equipment e.g. FEL, Excavator etc
- Parking and securing the equipment.
- Hauling materials
- Positioning and dumping of material
- Safe work procedures and identifying risks
- Inspection of work area prior to undertaking task.
- Communication techniques



Assessment requirements

Example of knowledge evidence:

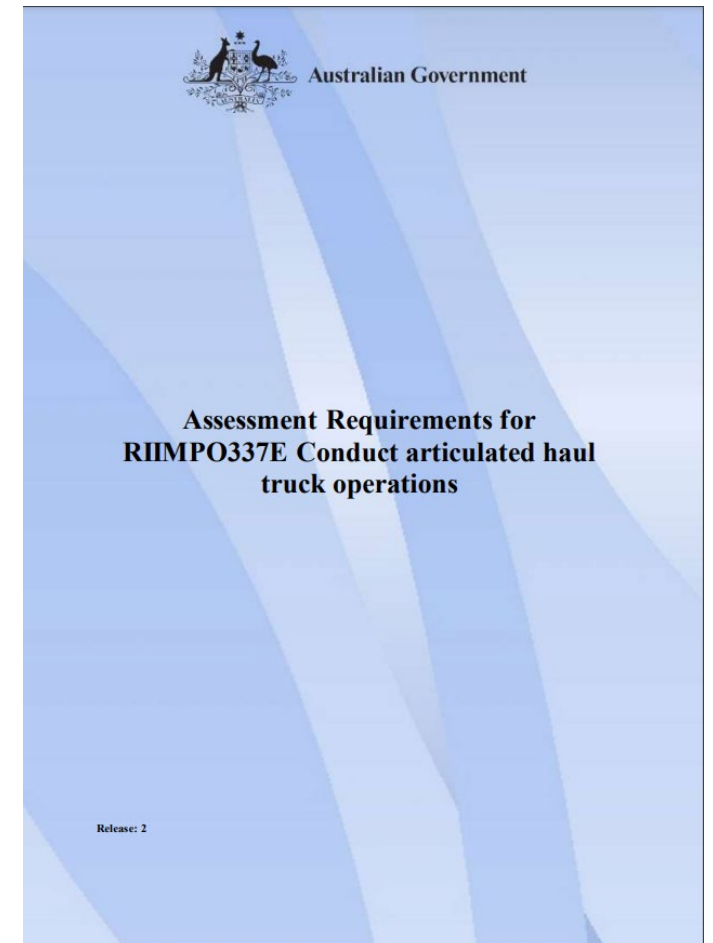
- Completion of theory assessment.
- Site traffic rules
- Hauling and loading
- SWMSs and safe operating system
- Work health and safety obligations
- Fire, accident or emergency procedures
- Understand plans, reports, maps, specifications.



Assessment requirements

Assessment conditions:

- Include access to dump truck, materials to shift, PPE
- Safe work environment
- Compliance to legislation, policies, procedures and operating manuals
- Consistent performance applied in a range of relevant workplaces.

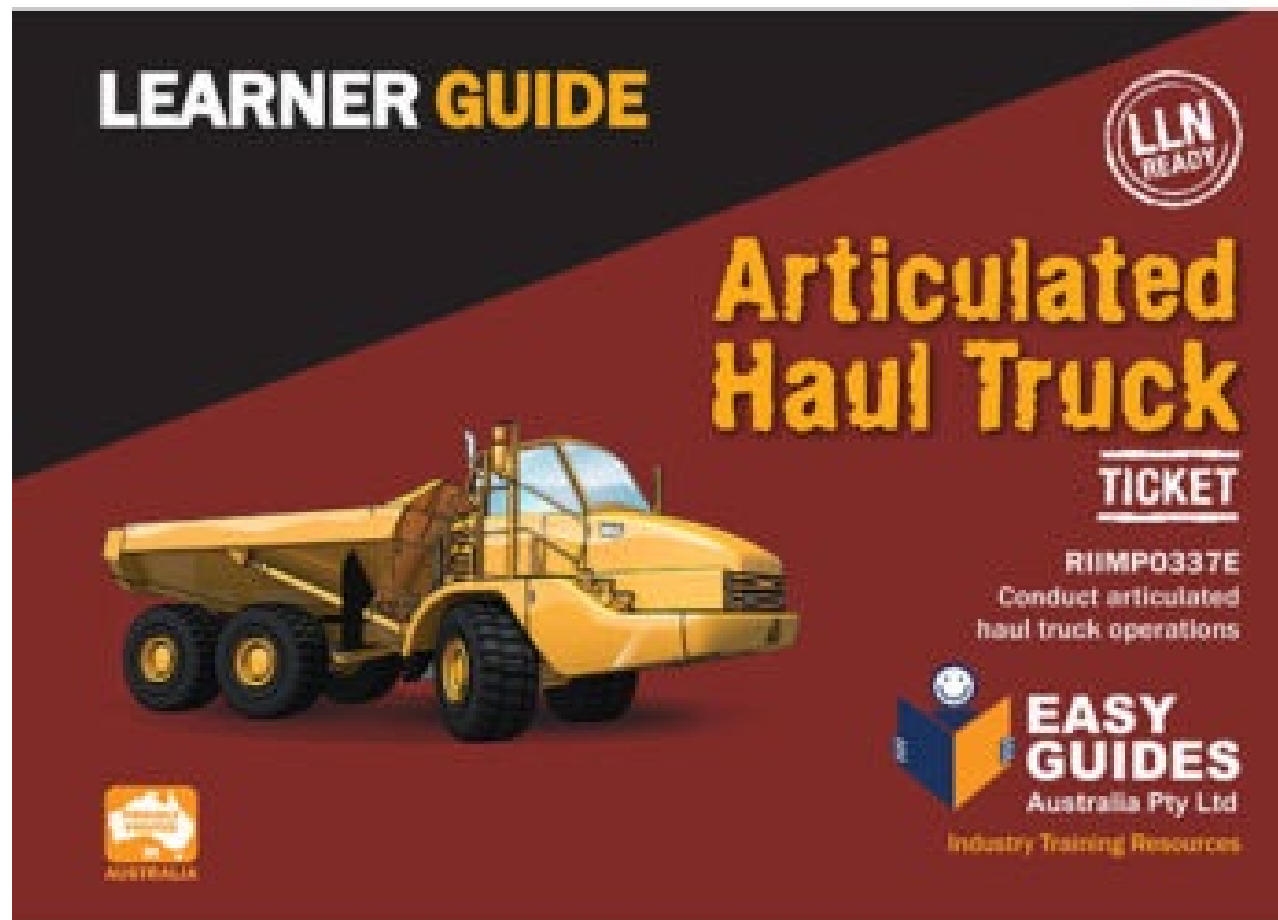


TRAINER'S MARKING GUIDE

RIIMPO320F –
Conduct civil construction excavator operations



This resource was developed by:



LEARNER GUIDE

Articulated Haul Truck

TICKET

RIIMPO337E
Conduct articulated haul truck operations

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LLN READY

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When you take from a stockpile, try and work neatly.



Take from the top, working down in layers.



Do not undercut the stockpile. It might collapse on you.



You may need to maintain the stockpile by neatening it up.



To do this, you push material up that has been spread out. Keep the loading area clean and level.



Easy guide example.

QUESTION 30

What does the traffic management plan (TMP) tell you?

It tells you how to control vehicles in and around the worksite. It helps keep the site safe for you and others.

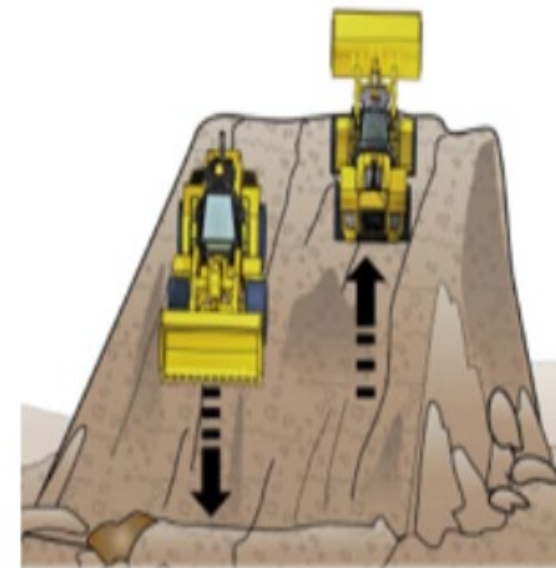
You may require a traffic control licence in your state or territory.



QUESTION 35

Which way should you travel when driving on sloping ground?

Go straight up or down the hill, not at an angle.



Easy guide example.

Supervision levels



Direct supervision – Constantly monitored. Usually for operators who have been assessed to have minimal or no experience or exposure to the plant or specific tasks.



Periodic supervision – Regular safety checks. Normally applied where the operator some experience with the plant or specific tasks and demonstrates at least a good level of aptitude. Good communication system must be in place.



Minimal supervision – requires the supervisor to attend intermittently as the supervisor is confident in the person's ability to conduct task and operate plant in a safe manner. Good communication must be in place.



No supervision – the operator has been deemed competent and the supervisor is confident in the person's ability to operate the equipment in a safe manner. Still complete safety observations.

Evidence of supervision

The record of training logbooks will help you meet your legal obligation to provide evidence of supervision and training. The logbook can be used as evidence of verification of competency (VOC).

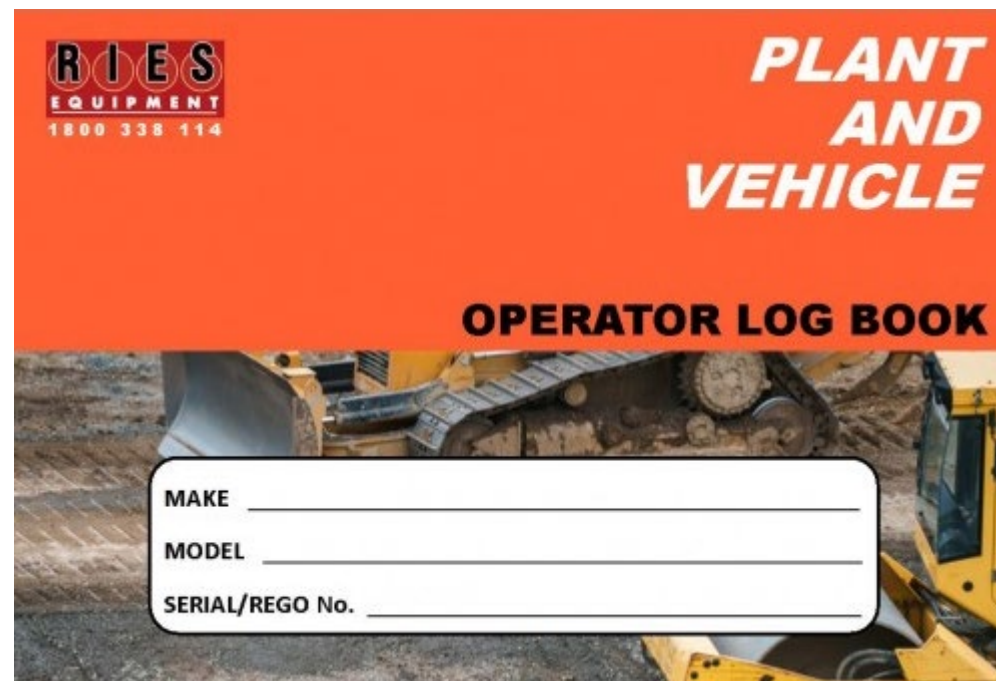


Articulated Haul Truck

Record of Training Logbook /
Verification of competency (VOC)

RIIMP0337E
Conduct articulated
haul truck operations

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**PLANT
AND
VEHICLE**

OPERATOR LOG BOOK

MAKE _____
MODEL _____
SERIAL/REGO No. _____

How does the quarry operator conduct and manage VOCs on contractors before they undertake work on site?



- Contractor supplying employees work history that may include certificates or high-risk work licences and that information being stored on site.
- The contractor PCBU may have an assessment process that can be supplied in the instance that a contractor specializes in a certain type of work.
- Contractors may go through the same VOC process as all other quarry workers on site.
- The contractor may provide a statutory declaration.
(Note: not preferred)

Does your site include recognised prior learning (RPL)?

What is RPL?



» Formal definition:

RPL is a form of assessment that judges if a learner can evidence that they can meet the assessment requirements for a unit or units through knowledge, understanding or skills they already possess and thus be awarded the credit for the unit/s or qualification.

Refresher training

Refresher training keeps employees updated on changes in policies, industry trends, new technologies, and more and is beneficial in providing the opportunity to ensure that no important skills or knowledge have been lost due to lack of use.



Thank you

Any questions?