

VOC (BACKHOE)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TRAINEE NAME	
ASSESSOR NAME	
PLANT TYPE	Backhoe
PLANT MAKE / MODEL	
DATE OF ASSESSMENT	

KNOWLEDGE ASSESSMENT (TO BE COMPLETED BY TRAINEE)

QUESTION	C / NYC
1. List at least 4 things that you would inspect as part of a pre-start check.	
2. List at least 3 issues that that could impact the safety of the machine (e.g. overly worn tyres).	
3. What should you do if you identify significant defects or issues during your pre-start check?	
4. List at least 2 safety features on this machine and their function.	

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5. List 5 hazards that may exist during operation of this machine. For each hazard, list a control measure to manage that hazard.	
6. List any PPE requirements that may exist for this machine.	
7. List an emergency situation that could occur during operation of this machine and include how you would respond to this situation.	
8. Where should you park the machine and what should you do with the keys when you have finished?	
9. Describe any safety considerations for refuelling or recharging this machine.	

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PRACTICAL ASSESSMENT (TO BE COMPLETED BY ASSESSOR)	
TASK / OBSERVATION (TRAINEE MUST SUCCESSFULLY DEMONSTRATE THE FOLLOWING)	C / NYC
PLANNING & PREPARING FOR BACKHOE OPERATION	
The trainee can access, interpret, and apply backhoe/loader operations documentation.	
The trainee obtains, interprets, clarifies, and confirms work instructions.	
Hazards and environmental issues are identified by the trainee, with risks assessed and control measures implemented in line with workplace policies.	
The trainee selects and wears the necessary personal protective equipment for work activities.	
Signage and traffic management requirements are identified, obtained, and implemented by the trainee following standard operating procedures and safe work practices.	
The trainee selects the required backhoe/loader equipment and confirms its suitability for work activities.	
Emergency procedures for backhoe/loaders are obtained and interpreted by the trainee, and they are prepared for fires, accidents, and emergencies.	
Prior to the commencement of work activity, the trainee coordinates and communicates planned activities with others at the site.	
OPERATING BACKHOE FOLLOWING ESTABLISHED REQUIREMENTS	
The trainee performs prestart and start-up checks in line with workplace procedures.	
The trainee identifies faults or defects and rectifies or reports them within the scope of their responsibility and according to workplace procedures.	
When driving and operating the machine, the trainee uses techniques suited to equipment capabilities, site, and work conditions, following workplace procedures.	
The trainee monitors hazards and risks during operations to ensure the safety of themselves, other personnel, and plant and equipment.	
Using indicators and alarms, the trainee monitors and manages equipment performance.	
LOADING AND CARRYING MATERIALS WHEN COMPLETING ACTIVITY	
The trainee establishes the weight of the load and ensures it is within the safe operational limits of the machine.	
The trainee uses lifting gear within the safe working load requirements and in line with workplace procedures.	
When shifting materials, the trainee positions and locates the machinery to ensure stable and effective operations according to work requirements.	
The trainee shifts materials safely and effectively, utilizing hand, audible, and communication signals, in accordance with workplace procedures.	
After completing the task, the trainee parks up, shuts down, secures, and carries out a post-operational inspection of the equipment following workplace procedures.	
SELECTING, REMOVING AND FITTING ATTACHMENTS FOR A BACKHOE	

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The trainee selects the attachment suitable for the task and fits it in line with workplace procedures.	
The trainee tests the attachment to ensure correct fitting and operation.	
The trainee utilizes the attachment within its design limits and follows workplace procedures.	
After use, the trainee removes, cleans, and stores the attachments in the designated location as per workplace procedures.	
RELOCATING A BACKHOE	
The trainee prepares the backhoe/loader for relocation.	
The trainee safely moves the backhoe/loader between worksites, adhering to relevant codes and traffic management requirements.	
HOUSEKEEPING ACTIVITIES	
The trainee clears the work area and disposes of or recycles materials according to workplace procedures.	
The trainee manages and/or reports hazards to maintain a safe working environment.	
The trainee completes, files, or distributes documentation in a manner that complies with workplace practices.	
ASSESSMENT RESULT	C / NYC
ASSESSOR NAME AND SIGN	
TRAINEE NAME AND SIGN	