

VOC (TELEHANDLER)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TRAINEE NAME	
ASSESSOR NAME	
PLANT TYPE	Telehandler
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.	

PRACTICAL ASSESSMENT (TO BE COMPLETED BY ASSESSOR)	
TASK / OBSERVATION (TRAINEE MUST SUCCESSFULLY DEMONSTRATE THE FOLLOWING)	C / NYC
PLANNING	
The trainee will access, interpret, and apply telescopic materials handler documentation.	
The trainee will obtain, interpret, clarify, and confirm work requirements.	
The trainee will identify hazards and environmental issues, assess risks, and implement control measures in accordance with workplace policies.	
The trainee will select and wear personal protective equipment required for work activities.	
The trainee will identify, obtain, and apply signage requirements following workplace procedures.	
The trainee will select the required telescopic materials handler equipment or attachments and confirm their suitability for the work activities.	
The trainee will coordinate and communicate planned activities with others at the site before commencing work.	
OPERATING TELESCOPIC MATERIALS HANDLER IN LINE WITH ESTABLISHED REQUIREMENTS	
The trainee will perform pre-start and start-up checks following workplace procedures.	
The trainee will check telescopic materials handler controls, brakes, attachments, and other implements for maneuverability and serviceability, ensuring faults are rectified or reported within their responsibility and workplace procedures.	
The trainee will assess site and operating hazards and apply safe operating techniques.	
The trainee will operate the telescopic materials handler using techniques suitable for equipment capabilities, site and work conditions, and following workplace procedures.	
ATTACHING, SECURING, LIFTING AND CARRYING MATERIALS	
The trainee will utilize load handling communication methods as per standard operating procedures with all parties involved.	
The trainee will communicate with the dogman to determine the weight of the load.	
The trainee will coordinate with the dogman to ensure safe working load requirements are assessed, and appropriate slings and lifting gear are selected, attached, and secured according to workplace procedures.	
The trainee will position machinery appropriately to ensure stable and effective shifting of materials according to work requirements.	
The trainee will safely and effectively shift the load, utilizing hand signals, audible signals, and communication, in accordance with workplace procedures.	
The trainee will park, shut down, secure, and conduct post-operational inspection of equipment as per workplace procedures.	
SELECTING, REMOVING AND FITTING ATTACHMENTS	

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The trainee will select the attachment for the task and move and fit it following workplace procedures.	
The trainee will test and confirm the correct fitting and operation of the attachment.	
The trainee will use the attachment within its design limits and in accordance with workplace procedures.	
The trainee will remove, clean, and store the attachment following workplace procedures.	
RELOCATING THE TELESCOPIC MATERIALS HANDLER	
The trainee will prepare machines and equipment for relocation following safe work practices.	
The trainee will safely transport machines and equipment between worksites while adhering to relevant site codes and traffic management requirements.	
HOUSEKEEPING ACTIVITIES	
The trainee will clean up the work area and dispose or recycle materials according to workplace procedures.	
The trainee will manage hazards or report them to maintain a safe working environment.	
The trainee will complete, file, or distribute documentation in a manner that complies with workplace practices.	
ASSESSMENT RESULT	C / NYC
ASSESSOR NAME AND SIGN	
TRAINEE NAME AND SIGN	