CIVIL CONSTRUCTION

Learner Workbook

(Formative assessment)

LLN READY

STUDENT COPY

SAMPLE PAGES

This resource was developed by:

EASY GUIDES Australia Pty Ltd

PROUDLY PRINTED IN AUSTRALIA

Learner Name: _____

Student Number: _____ Date: ____/____/____

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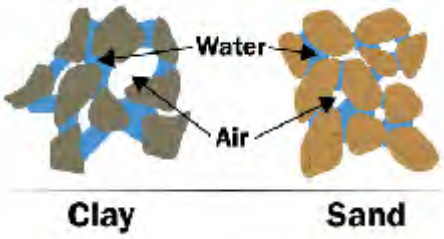
Knowledge Assessment

Question 1	
What is the first thing that is done to build a new road?	

Question 2	
What is the last thing you do in constructing a road?	

Question 3	
What is the difference in viscosity between dry loose soil and wet muddy soil?	
	

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Question 10

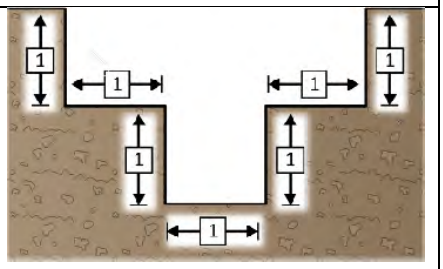
What is a hazard?

Question 11

What is fatigue?

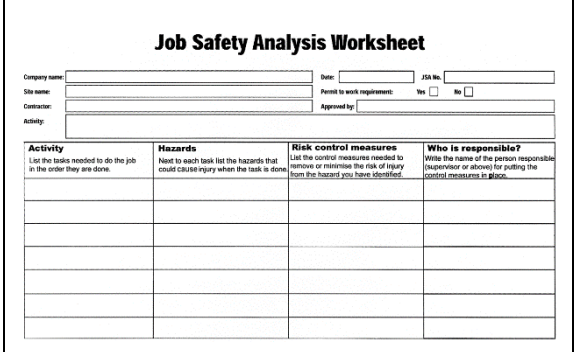
Question 12

How can you make a trench safe?



Question 13

What is the purpose of a Job Safety Analysis (JSA) or Safe Work Method Statement (SWMS)?



Job Safety Analysis Worksheet

Company name: Date: JSA No.
Site name: Permit to work requirement: Yes No
Contractor: Approved by:
Activity:

Activity	Hazards	Risk control measures	Who is responsible?
List the tasks needed to do the job in the order they are done.	Next to each task list the hazards that could cause injury when the task is done.	List the control measures needed to remove or minimise the risk of injury from the hazard you have identified.	Write the name of the person responsible (supervisor or above) for putting the control measures in place.

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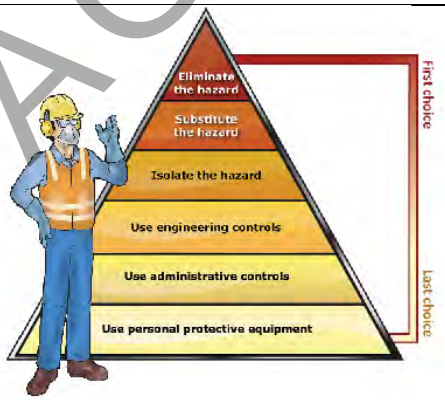
Question 14	
What does an environmental (EMP) tell you?	

Question 15	
What is the Hierarchy of Hazard Control?	
	

Question 16	
What personal protective equipment (PPE) might you need when doing earthmoving work?	
Answer may include but is not limited to:	

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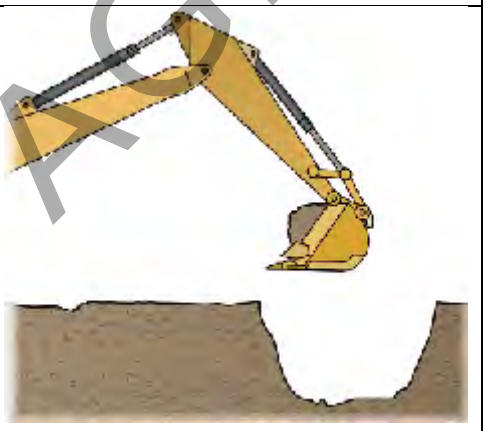
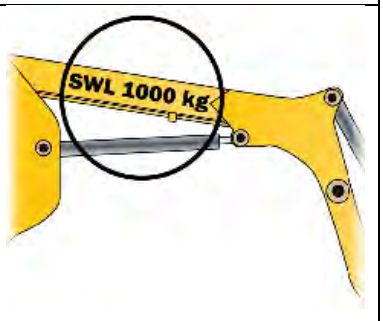
Question 17	
What does a traffic management plan (TMP) tell you?	

Question 18	
What kinds of jobs do you use earthmoving equipment for?	
	

Question 19	
How mighty you check if the equipment is capable of doing the job?	
	

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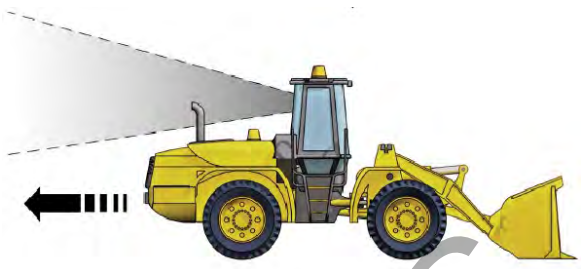
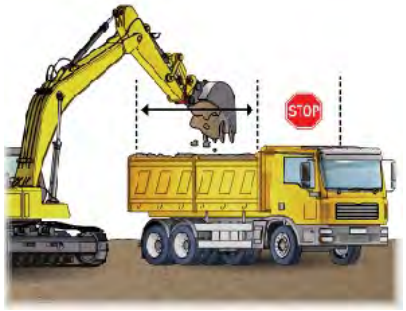
Question 29	
What do you do before reversing earthmoving machine from a stationary position?	
	

Question 30	
Why is it dangerous to slew a load over the cabin of a truck?	

Question 31	
What safety precautions should the operator take when dumping a load into a truck?	
	

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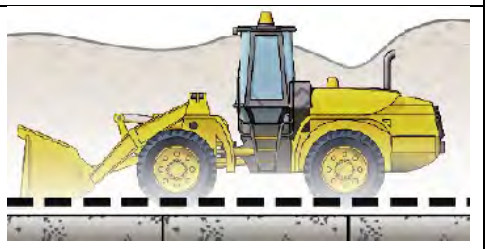
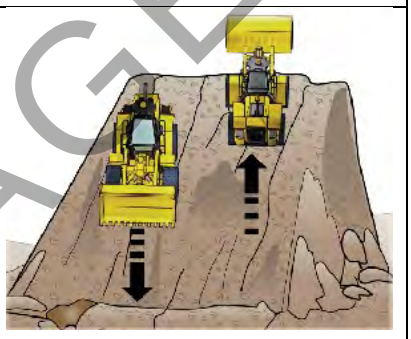
Question 32	
When travelling with a load, what kind of ground is the safest to travel on?	
	

Question 33	
Which way should you travel when driving on sloping ground?	
	

Question 34	
When travelling down a steep slope, which gear do you use?	

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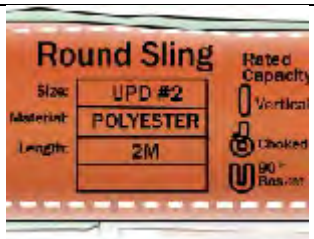
Question 35	
How can you find out the weight of a load?	

Question 36	
You want to use the earthmoving machinery for lifting. What must the earthmoving machinery have?	

Question 37	
What are two ways to find out the working load limit (WLL) of synthetic webbing slings?	
	

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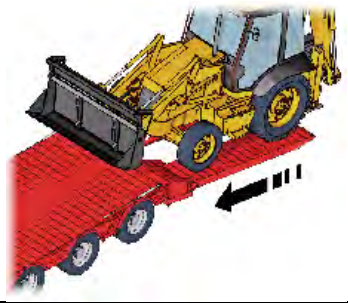
Question 55
How do you prepare a machine for travel on a public road?

Question 56
Before you drive on a public road, what checks do you make on the machine?

Question 57
A loader is to be transported. How is the preparation done by the person responsible?


Question 58
You've finished using earthmoving machinery. What post-operational checks do you do?

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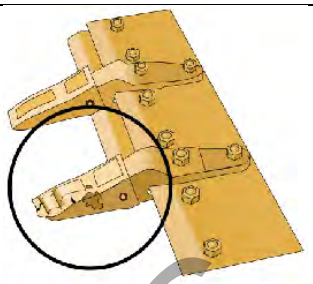
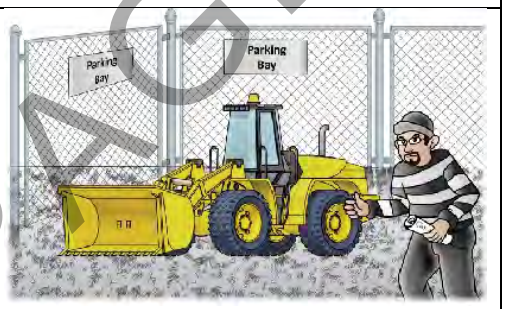
Question 59

What are some common parts that wear or get damaged on earthmoving machinery?



Question 60

Why should you remove the keys from earthmoving machinery when leaving it parked?



Question 61

What do you have to clean when you have finished using earthmoving machinery?

Question 62

What are some items on earthmoving machinery that can be recycled?

SAMPLE PAGES

Question 63	
After you've finished the job, what should you do?	

Question 64	
You have finished using earthmoving equipment. What documentation may you need to complete?	

SAMPLE PAGES

Score for knowledge assessment

Knowledge Assessment		
Correct answers:	_____ / 63	
Percentage:		
Result (circle):	Satisfactory	Not satisfactory

Assessor feedback:

If you have any questions about your results, speak to your trainer/supervisor.

SAMPLE PAGES

Practical tasks

The skills and knowledge required to operate earthmoving machinery to load, distribute and place materials, work must be performed **on at least two occasions**. The two occasions could include the following:

Occasion 1 – Workbook (formative assessment)

Occasion 2 – Summative assessment instrument

Attachments:

Two different attachments must be used.

Practical Assessment 1 – Pre-Start

Observation performed when performing Practical Task 1 from work order provided (Job 1, Job 2) Candidate:	**Yes**	**No**	**N/A**	**Job 1**	**Job 2**
Located and apply relevant documentation, policies and procedures.					
❑ Locates operator's manual for earthmoving machinery and finds requirements for pre-start and start-up checks.				❑	❑
❑ Locates site policies and procedures for personal protective equipment requirements when operating earthmoving machinery.				❑	❑
❑ Candidate displays preparedness for emergency situations by outlining the steps to be taken in the case of a fire or accident.				❑	❑
❑ Interrupt work order or requirements before performing work task.				❑	❑
Selected and wear personal protective equipment.					
❑ PPE selected must be as per site policies and relevant to the task. As a minimum MUST include appropriate footwear, Hi-visibility workwear and hard hat.				❑	❑
❑ PPE must be checked for serviceability and correctly fitted.				❑	❑
Conducted pre-start inspection of earthmoving machinery.					
❑ Pre-start check is carried out as per operators manual and workplace policies and procedures. Where possible a completed pre-start checklist should be provided as supporting evidence.				❑	❑
❑ During inspection the candidate must identify and/or verbalise any common faults they are looking for.				❑	❑
❑ Faults and/or damage found during inspection must be managed as per workplace policies and procedures. This should include, tagging out faulty equipment, isolating faulty equipment, reporting to the appropriate person and recording in a logbook. If no faults or damage are found the candidate must verbalise the procedure for the worksite to the assessor.				❑	❑

SAMPLE PAGES

Carried out vehicle refuelling requirements and procedures where applicable.					
❑ Candidate must refuel the earthmoving machinery when necessary. The candidate must refer to workplace policies and procedures for refuelling.				❑	❑
❑ The correct PPE for refuelling must be selected and worn during the refuelling process.				❑	❑

The applicants' performance in Practical Assessment 1 – Pre-Start activity was deemed to be:

☐ Satisfactory	☐ Not yet satisfactory
Applicant signature:	**Date:**
Trainer/assessor signature:	**Date:**

SAMPLE PAGES

Practical Assessment Summary – Competency Sign Off

Files to be submitted.
Written Assessment

❑ 1 x Knowledge assessment

Practical Work

❑ 2 x activity's performed in work place or simulated environment

Documents that need to be submitted.

❑ 2 x Copies of work order

❑ 1 x Trainer's Assessment Work book filled in of candidate's assessment.

Written / Practical Assessment Summary	**Satisfactory**	**Not Satisfactory**
0. Knowledge assessment	❑	❑
1. Pre-Start	❑	❑
2. Drive and operate earthmoving machinery	❑	❑
3. Complete operations to specification	❑	❑
4. Attachments	❑	❑
5. Load, unload and relocate earthmoving machinery	❑	❑
6. Housekeeping	❑	❑

Competency:	Not Yet Competent ❑ Date_____	Competent ❑ Date_____

Feedback to be given to candidate or to workplace trainer.

Trainer / Assessor signature: **Date:**	The learner has been assessed as ❑ **Not Yet competent** / ❑ **competent** in the elements and performance criteria, critical aspects for assessment, required skills and knowledge for this unit and the evidence presented is: ❑ **Authentic** ❑**Valid** ❑ **Reliable** ❑ **Current** ❑**Sufficient**

SAMPLE PAGES