

# Backhoe/Loader

## Record of Training Logbook /Verification of competency (VOC)



**RIIMP0319E**

Conduct backhoe/loader operations



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# Purpose of this logbook

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This logbook is to record on-the-job training. This logbook can be used in two ways:

## **1. A company doing in-house training**

A company can use this training logbook to show they have met their duty of care obligations under the OHS Act by showing evidence that an operator is trained and competent.

## **2. A registered training organisation (RTO)**

A registered training organisation (RTO) delivering the units of competency from the RII Resources and Infrastructure Industry Training Package can use this logbook as part of a training program to gain a qualification.

### **Supervision by a competent person**

The person supervising the operator must be deemed competent to supervise the training. The supervisor/trainer may hold an existing earthmoving licence or qualification, may have a Certificate IV in Workplace Training and Assessing, may have on the job experience gained over time, or any or all of these.

### **Using the logbook for verification of competency (VOC)**

As well as being a record of training, this logbook can also be used as a document to record evidence of prior learning.



Element/Work tasks	Description of work/training performed
<p><b>PC 1.3</b></p> <p><b>Hazards and environmental issues</b></p> <p>Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies</p>	<p><i>I looked around the site and found that a busy footpath was near my working area. My backhoe/loader had a slasher attachment for cutting grass. People walking by might be at risk. I put up signs to warn people of the danger nearby.</i></p>
	<p><i>I had to use the backhoe/loader near a trench. The trench was about 2 metres deep. No one had put up any warning signs or barriers. I put up a row of barricades 3 metres away from the trench. This would give me a safe working distance and also keep other people away from the trench.</i></p>
	<p><i>The job I had to do was to cut grass using a slasher. I backed the backhoe/loader up to the slasher. I turned the backhoe/loader off and put the hand brake on. I connected the slasher to the power take off. I got back on the backhoe/loader and started work.</i></p>

Date/time	No. of hours	Machine details	Supervisor/competent person
Date: <u>19 / 02 / 2020</u> Start time: <u>9.00</u> am ..... pm	15 minutes	Make: <u>John Deere</u> Model: <u>3155J</u> Serial No: <u>56348521</u>	Name: <u>Nathan Deeman</u> Signed: <u>Nathan D</u> Experience/qualifications: <u>20 years on the job experience</u> <u>and Cert IV</u>
Date: <u>20 / 02 / 2020</u> Start time: <u>11.30</u> am ..... pm	5 minutes	Make: <u>John Deere</u> Model: <u>3155J</u> Serial No: <u>56348521</u>	Name: <u>Nathan Deeman</u> Signed: <u>Nathan D</u> Experience/qualifications: <u>20 years on the job experience</u> <u>and Cert IV</u>
Date: <u>23 / 02 / 2020</u> Start time: ..... am <u>3.30</u> pm	20 minutes	Make: <u>John Deere</u> Model: <u>3155J</u> Serial No: <u>56348521</u>	Name: <u>Sam Hasseron</u> Signed: <u>S.H.</u> Experience/qualifications: <u>Cert IV in Training &amp; Assessing</u> <u>and RII RTO statement of</u> <u>attainment in Backhoe/Loader</u>

# Element 1

## **Plan and prepare for backhoe/loader operations**



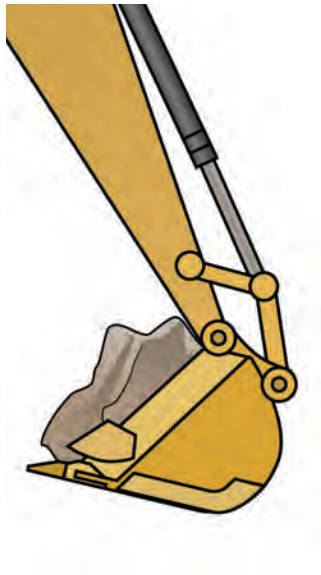
<b>Element/Work tasks</b>	<b>Description of work/training performed</b>
<b>PC 1.1</b> Access, interpret and apply backhoe/loader operations documentation	

Date/time	No. of hours	Machine details	Supervisor/competent person
Date: ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... .....
Date: ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... .....
Date: ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... .....



# Element 3

## **Load, carry and place materials to complete work activity**



<b>Element/Work tasks</b>	<b>Description of work/training performed</b>
<b>PC 3.1</b> <b>Establish weight of load</b> and ensure it is within safe operational limits of the machine	

Date/time	No. of hours	Machine details	Supervisor/competent person
Date: ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... .....
Date: ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... .....
Date: ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... .....