

ELEVATING WORK PLATFORM RECORD OF TRAINING LOGBOOK



TLILIC2005

Licence to operate a
boom-type elevating work platform
(boom length 11 metres or more)



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Training Plan — On-the-job
TLILIC2005 – Licence to operate a boom-type elevating work platform

Course start date: / / Estimated finish date: / /

Candidate Details			
Candidate name:		Signature:	
Address:			
Phone number:		Mobile:	
Date of birth:	Sex: M <input type="checkbox"/>	F <input type="checkbox"/>	Proof of identity sighted : Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of enrolment:		Registration details:	

Supervising RTO	
RTO name:	Contact person:
Address:	
Phone number:	Registration number:

Employer Details
Employer name:
Address:
Phone number:

Training details

Estimated duration of on-the-job training hours:

Primary location(s):

Supervision/delivery arrangements:

Assessment arrangements:

Plant and equipment required:

Other resources required:

Literacy and numeracy support:

Scope of training

The required knowledge and skills, elements of competency, performance criteria and critical aspects of evidence have been taken from the unit of competency.

Required knowledge and skills	(Tick who will deliver)	
	Employer (if applicable)	RTO

There is a full Training Plan on the Trainer's Resource CD.

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Requirements of a Training Record Logbook

The relevant sections of the *National Standard For Licensing Persons Performing High Risk Work* have been printed below.

Supervision

- 6.6 A trainee must always be under the direct supervision of a person who holds a licence relating to the high risk work being supervised, unless the person who oversees the practical training judges, and can demonstrate, that:
- (a) the circumstances of a particular task make this degree of supervision impractical or unnecessary; and
 - (b) the level of the trainee's competency is such that direct supervision can be reduced; and
 - (c) a lesser degree of supervision would not place the trainee or any other person at risk.

Records of training and assessment

- 6.8 A trainee undertaking training in the workplace must maintain a written record of practical training that consists of the following information:
- (a) the trainee's name and address;
 - (b) the name of the RTO supervising the training;
 - (c) the dates and times on which the trainee performed the high risk work;
 - (d) information about the tasks performed, including the type of equipment used or operated and the outcomes achieved;
 - (e) a signed entry by the person who supervised each occasion of training which includes the person's name and licence number.
- 6.9 The information in paragraphs 6.8 (c), (d) and (e) must be recorded at the completion of each training session.
- 6.10 In addition to requirement under the AQTF, an RTO must retain all records relating to the training and assessment for a period established by the licensing authority in consultation with the relevant state/territory registering body.

Plan Work

PC 1.1

Identify workplace hazards

A hazard is anything that can hurt you or others while you work. You need to know (identify) workplace hazards before you start work. Look for hazards. Look above you, look around you, and check the ground below you.

Description of work/training performed

I checked the work site and found out that pedestrians would be walking under the EWP. To avoid accidents, I put up barricades and signs and used a spotter to keep pedestrians well away from the EWP.

I had to carry a chemical in the EWP basket. Before starting work I decided to read and understand the material safety data sheet (MSDS). The MSDS told me everything I had to know about the chemical before I tried to move it and work with it.

Before I started work I walked the route the EWP was to take. I found someone had left a pallet of containers in the EWP's travel path. This was the first thing I wrote down on the job safety analysis (JSA) sheet. I asked another staff member to move the pallet before I moved the EWP.

Date/time	No. of hours	Machine details	Supervising person
Date: <u>5 / 4 / 2016</u> Start time: <u>10</u> am pm	20 minutes	Make: <u>JLG Industries</u> Model: <u>34HA</u> Serial No: <u>855745 11 256</u> Maximum Capacity: <u>200</u> kg Boom Height: <u>10.5</u> m Wind Speed: <u>30</u> kph	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>EWP</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2012</u> Expiry Date: <u>26 / 01 / 2018</u>
Date: <u>7 / 4 / 2016</u> Start time: am <u>2.30</u> pm	10 minutes	Make: <u>JLG Industries</u> Model: <u>34HA</u> Serial No: <u>855745 11 256</u> Maximum Capacity: <u>200</u> kg Boom Height: <u>10.5</u> m Wind Speed: <u>30</u> kph	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>EWP</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2012</u> Expiry Date: <u>26 / 01 / 2018</u>
Date: <u>8 / 4 / 2016</u> Start time: <u>8</u> am pm	15 minutes	Make: <u>JLG Industries</u> Model: <u>34HA</u> Serial No: <u>855745 11 256</u> Maximum Capacity: <u>200</u> kg Boom Height: <u>10.5</u> m Wind Speed: <u>30</u> kph	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>EWP</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2012</u> Expiry Date: <u>26 / 01 / 2018</u>

Plan Work

- 1.1 Potential workplace hazards are identified.
- 1.2 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment.
- 1.3 Elevating work platform is appropriate for the task.
- 1.4 Appropriate communications methods are identified.



1

Plan Work

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Look for hazards. Look above you, look around you, and check the ground below you.

Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
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Conduct Routine Checks

- 2.1 Service logbook for elevating work platform is checked for compliance.
- 2.2 Elevating work platform is visually checked for damage or defects in accordance with procedures.
- 2.3 Routine pre-operational checks are carried out in accordance with procedures.
- 2.4 Safety equipment is inspected in accordance with procedures.
- 2.5 Elevating work platform is accessed in a safe manner.
- 2.6 Safety equipment is fitted and secured to elevating work platform in accordance with procedures.
- 2.7 All controls are located and identified.
- 2.8 Elevating work platform is started in accordance with procedures.
- 2.9 All safety devices are identified and tested in accordance with procedures.
- 2.10 Post-start operational checks are carried out in accordance with procedures.
- 2.11 Communications equipment is checked for serviceability.
- 2.12 All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken.



Conduct Routine Checks

PC 2.1

Check the EWP service logbook

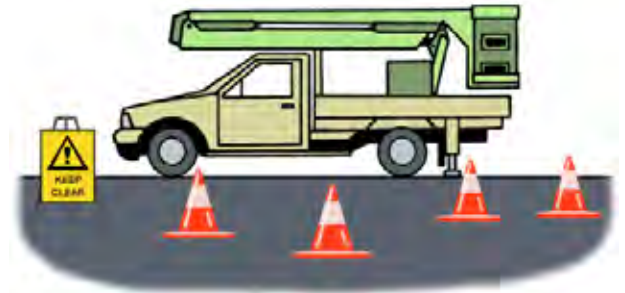
Before using an EWP, you or another qualified person must test and check it. Check the service logbook/daily inspection checklist before you use the EWP.

Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
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Set Up EWP

- 3.1 Ground suitability is inspected and checked.
- 3.2 Elevating work platform is driven to or located at work area in accordance with procedures.
- 3.3 Elevating work platform is positioned for work application and stability in accordance with procedures.
- 3.4 Appropriate hazard prevention/control measures are applied to work area in accordance with procedures.
- 3.5 Work gear and tools are stowed and secured.



3

Set Up Elevating Work Platform

PC 3.1

Check ground conditions

Check the ground is okay to use the EWP before you set up. Ground conditions affect the use of outriggers and the need for packing. If you are working on a suspended floor make sure it can support the EWP.

Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
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Operate EWP

- 4.1 Elevating work platform is operated using all relevant plant movements in accordance with procedures and appropriate standards.
- 4.2 Elevating work platform is mobilised using best mobile practice and appropriate procedures.
- 4.3 Elevated working platform operations are monitored constantly, to ensure safety of personnel and stability.
- 4.4 Unplanned and/or unsafe situations are responded to in accordance with procedures.



4

Operate Elevating Work Platform

PC 4.1

Operating an EWP

EWPs can move different ways to do a variety of jobs.

Description of work/training performed

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