

Excavator

Record of Training Logbook



RIIMP0320F

Conduct civil construction excavator operations



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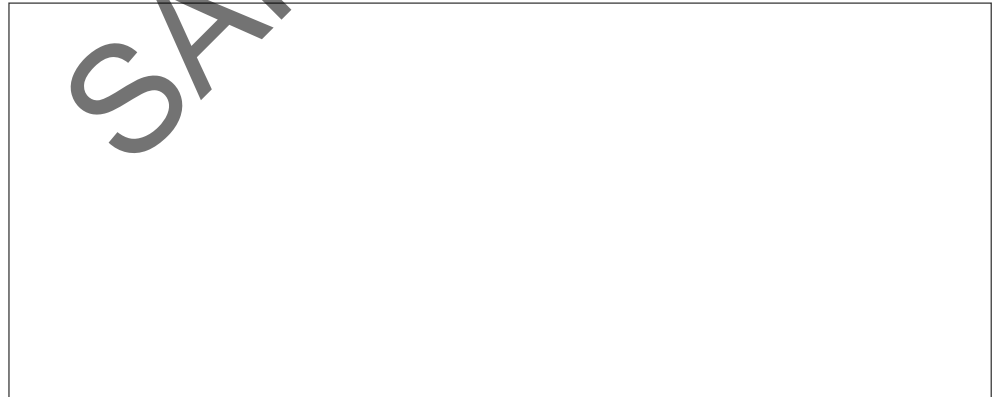
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This logbook distributed by:



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Operator/trainee details	
Operator name:	Signature:
Address:	
Phone number:	Mobile:
Date of birth:	Sex: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
Proof of identity sighted: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer/registered training organisation (RTO)	
Company/RTO name:	
Contact person:	
Address:	
Phone number:	Mobile:

Supervisor/competent person	
Name:	Signature:
Address:	
Phone number:	Mobile:
Evidence of competency to supervise (Cert IV in training and assessing/licence/qualification/work experience):	
Supervisor/competent person (if additional person used)	
Name:	Signature:
Address:	
Phone number:	Mobile:
Evidence of competency to supervise (Cert IV in training and assessing/licence/qualification/work experience):	

SAMPLE

Supervisor/competent person (if additional person used)

Name:

Signature:

Address:

Phone number:

Mobile:

Evidence of competency to supervise (Cert IV in training and assessing/licence/qualification/work experience):

Supervisor/competent person (if additional person used)

Name:

Signature:

Address:

Phone number:

Mobile:

Evidence of competency to supervise (Cert IV in training and assessing/licence/qualification/work experience):

Training details

Estimated training period:/...../..... to/...../.....

Plant and equipment needed:

Primary training location(s):

Supervision/delivery arrangements:

Other resources required:

SAMPLE

Purpose of this logbook

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.

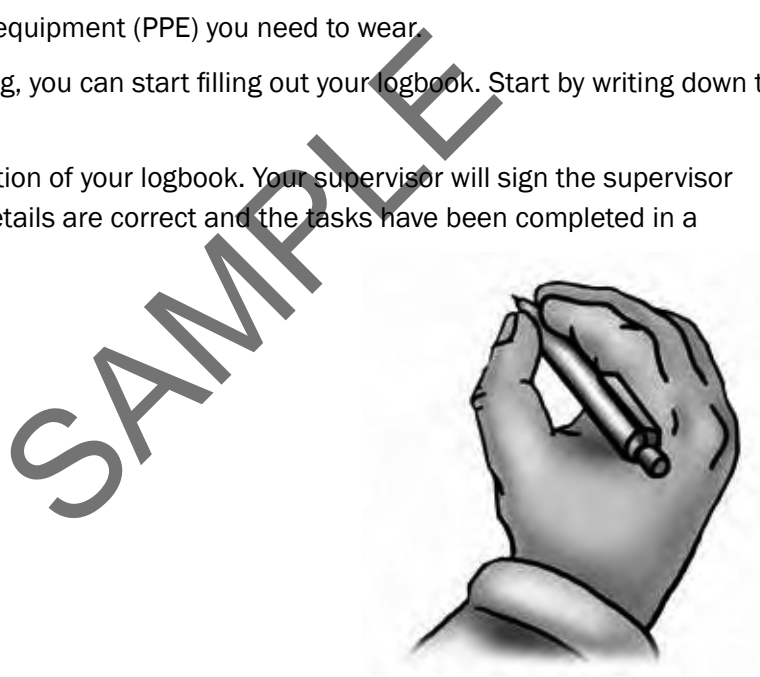
Using the logbook for recognition of prior learning (RPL)

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



How to use this logbook

1. Fill out the details at the start of this logbook – operator’s name, address etc.
2. Wear the personal protective equipment (PPE) you need to wear.
3. After you have finished working, you can start filling out your logbook. Start by writing down the work you have done.
4. Make sure you fill in each section of your logbook. Your supervisor will sign the supervisor section if s/he believes the details are correct and the tasks have been completed in a satisfactory way.



Element/Work tasks	Description of work/training performed
<p>PC 1.3</p> <p>Hazards and environmental issues</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 excavator 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 excavator 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 excavator up to the slasher. I turned the excavator off and put the hand brake on. I connected the slasher to the power take off. I got back on the excavator and started work.</i></p>

Date/time	No. of hours	Machine details	Supervisor/competent person
Date: <i>21 / 03 / 2016</i> Start time: <i>8.00</i> am pm	<i>15 minutes</i>	Make: <i>Komatsu</i> Model: <i>PC300-7</i> Serial No: <i>26800741</i>	Name: <i>Nathan Deeman</i> Signed: <i>Nathan D</i> Experience/qualifications: <i>20 years on the job experience and Cert IV</i>
Date: <i>22 / 03 / 2016</i> Start time: <i>10.30</i> am pm	<i>5 minutes</i>	Make: <i>Komatsu</i> Model: <i>PC300-7</i> Serial No: <i>26800741</i>	Name: <i>Nathan Deeman</i> Signed: <i>Nathan D</i> Experience/qualifications: <i>20 years on the job experience and Cert IV</i>
Date: <i>23 / 03 / 2016</i> Start time: am <i>2.30</i> pm	<i>20 minutes</i>	Make: <i>Komatsu</i> Model: <i>PC300-7</i> Serial No: <i>26800741</i>	Name: <i>Sam Hasseron</i> Signed: <i>S.H.</i> Experience/qualifications: <i>Cert IV in Training & Assessing and RII RTO Statement of Attainment in excavator</i>

Element 1

Plan and prepare for excavator operations

SAMPLE



Element/Work tasks	Description of work/training performed
PC 1.1 Access, interpret and apply excavator operations documentation	

SAMPLE

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:

SAMPLE

Element/Work tasks	Description of work/training performed
<p>PC 1.2</p> <p>Obtain, interpret, clarify and confirm work instructions</p>	

SAMPLE

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:

SAMPLE

Element/Work tasks	Description of work/training performed
<p>PC 1.3</p> <p>Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies</p>	

SAMPLE

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:

SAMPLE

Element/Work tasks	Description of work/training performed
<p>PC 1.4</p> <p>Select and wear personal protective equipment required for work activities</p>	

SAMPLE

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:

SAMPLE

Element/Work tasks	Description of work/training performed
<p>PC 1.5</p> <p>Identify, obtain and implement traffic management signage requirements according to standard operating procedures and safe work practices</p>	

SAMPLE

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:

SAMPLE