

RECORD OF TRAINING LOGBOOK

Telescopic Materials Handler RII COMPETENCY

Verification of competency (VOC)

RIIHAN309F

Conduct telescopic materials handler operations



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This book can also be used as an evidence record of recognition of prior learning (RPL) and as evidence of formative assessment tasks

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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 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 verification of competency.



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. People walking by might be at risk. I put up barricades and signs to warn people of the danger nearby. I then checked the telescopic materials handler. I checked oil, petrol and hydraulic fuel.</i></p>
	<p><i>I had to use the telescopic materials handler 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 the trench. This would give me a safe working distance and also keep other people away</i></p>
	<p><i>The job plan said that I needed to use a ripper. I fitted this attachment on the telescopic materials handler.</i></p> <p><i>The work site is noisy. A jackhammer was being used nearby so I wore some ear muffs while I worked. I also put on other PPE including steel capped boots and a hard hat as there were safety signs telling me to wear these.</i></p>

Date/time	No. of hours	Machine details	Supervising person
Date: <u>4 / 03 / 2020</u> Start time: <u>10.00</u> am pm	20 minutes	Make: <u>Manitou</u> Model: <u>420</u> Serial No: <u>855745 11</u> Max Capacity: <u>3000</u> kg	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Non-slewing crane</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2015</u> Expiry Date: <u>26 / 01 / 2020</u>
Date: <u>7 / 03 / 2020</u> Start time: am <u>2.30</u> pm	10 minutes	Make: <u>Manitou</u> Model: <u>420</u> Serial No: <u>855745 11</u> Max Capacity: <u>3000 kg</u> kg Load Centre: mm Lift Height: mm	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Non-slewing crane</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2015</u> Expiry Date: <u>26 / 01 / 2020</u>
Date: <u>8 / 03 / 2020</u> Start time: <u>8.00</u> am pm	15 minutes	Make: <u>Manitou</u> Model: <u>420</u> Serial No: <u>855745 11</u> Max Capacity: <u>3000 kg</u> kg	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Non-slewing crane</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2015</u> Expiry Date: <u>26 / 01 / 2020</u>

Element 1

Plan and prepare for telescopic materials handler operations



Element/Work tasks	Description of work/training performed
PC 1.1 Access, interpret and apply telescopic materials handler 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

Attach, secure, lift, carry and place materials to complete work activity

