

# RECORD OF TRAINING LOGBOOK

## Elevating Work Platform

**RII COMPETENCY**



**RIIHAN301E –**

**Operate elevating work platform  
(Boom length less than 11 metres)**

**This material is not intended for use with Scissor Lift**



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**Training Plan — On-the-job**  
**RIIHAN301E — Operate elevating work platform (boom length less than 11 metres)**

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

<b>Candidate Details</b>			
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:	

<b>Supervising RTO</b>	
RTO name:	Contact person:
Address:	
Phone number:	Registration number:

<b>Employer Details</b>
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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# 1

## Plan and prepare for operating an elevating work platform

### PC 1.1

#### Compliance documentation

Compliance documentation includes legislation, Codes of practice, Australian Standards, Manufacturers manuals and specifications, and worksite rules and procedures. You need to understand these before you work.

#### Description of work/training performed

I accessed a copy of the worksite rules and procedures to learn about what is required when operating an EWP on the worksite. I found out what qualifications I need to operate and the safe operating procedures.

I found out the work requirements of the job. When I knew what was required I checked the EWP specifications in the operators manual to make sure it was the appropriate type of machine for the job. I found the EWP we had was not appropriate for working in windy conditions so we had to change it for one with an appropriate wind rating.

I checked the EWP logbook to make sure it had no faults recorded which had not been fixed. This also gave me information on what to do for my pre-operational checks. The logbook shows the EWP has been regularly serviced and should not have any outstanding faults.

Date/time	No. of hours	Machine details	Supervising person
Date: <u>18 / 10 / 2014</u> Start time: <u>10</u> am ..... pm	<b>20 minutes</b>	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>29 / 10 / 2014</u> Start time: ..... am <u>2.30</u> pm	<b>10 minutes</b>	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>30 / 10 / 2014</u> Start time: <u>8</u> am ..... pm	<b>15 minutes</b>	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 and prepare for operating an elevating work platform

- 1.1 Access, interpret and apply elevating work platforms documentation and ensure the work activity is compliant
- 1.2 Obtain, read, interpret, clarify and confirm work requirements
- 1.3 Select and wear personal protective equipment appropriate for work activities
- 1.4 Identify and select any required tools and equipment, check for serviceability and rectify or report, verbally or in writing, any faults prior to commencement
- 1.5 Perform pre-start and post-start inspections/checks
- 1.6 Coordinate activities with others prior to commencement of, and during, the work activity
- 1.7 Identify and address potential risks, hazards and environmental issues, and implement control measures
- 1.8 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency



# 1

## **Plan and prepare for operating an elevating work platform**

### **PC 1.1**

#### **Compliance documentation**

Compliance documentation includes legislation, Codes of practice, Australian Standards, Manufacturers manuals and specifications, and worksite rules and procedures. You need to understand these before you work.

### Description of work/training performed



Date/time	No. of hours	Machine details	Supervising person
Date: ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: ..... Maximum Capacity: ..... kg Boom Height: ..... m Wind Speed: ..... kph	Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....
Date: ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: ..... Maximum Capacity: ..... kg Boom Height: ..... m Wind Speed: ..... kph	Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....
Date: ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: ..... Maximum Capacity: ..... kg Boom Height: ..... m Wind Speed: ..... kph	Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....

# 1

## **Plan and prepare for operating an elevating work platform**

### **PC 1.2**

#### **Work requirements**

You need to understand what is required to do the job. Locate the work requirements and make sure you know what needs to be done. If you don't understand ask your supervisor.

### Description of work/training performed

# Clean up

- 4.1. Clear work area and reuse, recycle or dispose of materials
- 4.2. Check, clean, maintain and store plant, tools and equipment.

