

# SKILL COMPETENCY CHECKLIST

TRAINER: \_\_\_\_\_ Date first achieved this level \_\_\_\_\_

## LEVEL ONE

*Employees MUST attain Level One competency BEFORE operating any equipment or going onsite.*

	EMPLOYEE INITIALS	SUPERVISOR INITIALS
Employee has completed induction process		
Employee has read and understood the Precautionary Checklist.		
Personal safety equipment issued and use demonstrated and location of sunscreen made known		
Workflow procedures for job delivery has been explained and employee is aware of their role.		
Employee made aware of cleanliness of company vehicles and location of necessary cleaning equipment to maintain standard.		
Can locate & use Emergency Stop button on trucks		
Has passed Lifting Competency Practical Test		
Employee has passed Hand/Back Pack Blower Use Competency Test		
Employee has been trained in the use of hazardous substances and training noted on the training register.		
Employee shown location of blower fuel supplies and how to top up tank		
Has C Class license		
Employee has passed Ute Practical Competency Test		
Has Construction Blue Card		

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## LEVEL TWO

	EMPLOYEE INITIALS	SUPERVISOR INITIALS
Employee has passed Lockout Procedure Competency Test.		
Employee shown how to assist Team Leader with hose control		
Employee has passed Hose Connection Competency Test		
Employee has passed Safety Bar competency test		
Employee has passed Tarping Competency Test		
Employee has been shown how to set up a job site.		
Has been shown how to account for and store equipment on trucks & utes		
Has been shown where to collect/return extra equipment needed for specific jobs		
Has been shown how to replenish supplies of consumable items on trucks and utes		

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## LEVEL THREE

	EMPLOYEE INITIALS	SUPERVISOR INITIALS
Can accurately perform daily checks on trucks		
Can accurately perform daily checks on loader		
Has passed hose control competency test		
Can competently control hoses while blowing products		
Has passed drop saw competency test		
Has passed hose maintenance competency test		
Has passed Seed Injector and Feeder Clearing Competency Test		
Can clean hopper		
Has minimum of HR License		
Has First Aid Certificate		
Has height training certificate		
Has Child Care Blue Card		
Has Loader Ticket		

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## LEVEL FOUR

	EMPLOYEE INITIALS	SUPERVISOR INITIALS
Has passed Loader L50 competency test		
Has passed Loader L90B competency test		
Has passed remote control use competency test		
Can clean feeder & set knives		
Can perform minor maintenance on trucks		
Can choose correct blower settings according to situation		

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## LEVEL FIVE

	EMPLOYEE INITIALS	SUPERVISOR INITIALS
Can create an effective exclusion zone around the blower truck & hoses		
Can manage and operate TM30		
Has been shown how to use Risk Assessment Worksheets		
Can assess risk and provide solution to reduce where necessary		
Represents the company well when dealing with clients		
Has traffic control ticket		

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## LEVEL SIX

	EMPLOYEE INITIALS	SUPERVISOR INITIALS
Can assist Operations Manager oversee training of more junior staff		
Can manage and operate TM45		
Has minimum HC license		

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## LEVEL SEVEN

	EMPLOYEE INITIALS	SUPERVISOR INITIALS
Has a minimum of two years experience working with blower trucks		
Can provide input into schedules		
Can demonstrate correct techniques and train other employees to perform those techniques.		
Can assess competency of more junior employees		
Can adequately maintain stockpile according to job requirements		
Can devise rosters		