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CS ENERGY PROCEDURE FOR VERIFICATION OF COMPETENCY FOR MOBILE PLANT AND EQUIPMENT CS-OHS-66

Responsible Officer: Health and Safety Coordinator
Responsible Manager: Head of Health and Safety
Responsible Executive: Executive General Manager People and Safety

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Release	C Kendrick-Ward	D Turley	K Ussher	03/09/2013
Update to include all contractors operating CS Energy's plan and equipment	D Turley	D Clarke	K Ussher	31/01/2014
Include guidelines regarding Dry Hire Equipment	D Turley	B McMillan	K Ussher	28/03/2014
Update to currency of training from 2yrs nominally to 5yrs or expiry of license.	D Clarke	D Turley	A Bernhardt	15/12/2015
Include Alimak and Moxi trucks to cover Callide plant	R Armstrong	D Clarke	S Faulkner	06/09/2017



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1 PURPOSE

The purpose of this procedure is to provide guidance to verify the competency of CS Energy staff and Contractors for the operation of CS Energy's workplace plant and equipment as required by legislation. This process ensures that operators are licensed and competent to operate plant and machinery and are familiar with individual functions which may be unique to CS Energy's plant and equipment. This will ensure operators are familiar with hazards exposed while operating plant and equipment in specific areas.

2 SCOPE

This procedure shall apply to all CS Energy staff and Contractors that operate CS Energy's plant equipment and machinery at CS Energy sites.



Note:

This procedure does not negate the requirement for equipment / high risk licenses. Where applicable, HRWL will be verified during the VOC assessment.

3 RESPONSIBILITIES AND ACCOUNTABILITIES

3.1 Management

Management is responsible for ensuring that:

- All employees keep statutory/legal compliance qualifications valid at all times.
- All employees involved in operating plant and equipment at CS Energy sites are licensed to do so.
- All employees are competent to operate the plant and equipment and are familiar with hazards associated while operating plant and equipment.

3.2 Supervisors

Supervisors are responsible for ensuring that:

- Team members complete VOC testing where skills are required and testing is available;
- They organise time for skills and competency refreshment for team members;
- They organise the resources required for VOC testing;
- Appropriately skilled, licensed and competent operators use plant and machinery.

3.3 Content Matter Expert

Content Matter Experts are responsible for ensuring that:

- They conduct verification as specified and using approved documents and materials;
- Assist in the development and updates of the VOC assessment documentation for their skills.
- They maintain appropriate qualifications and currency of skills;
- The plant is suitable for the work being undertaken and is in a safe condition whilst training is occurring;
- Instruction, information, training and supervision are provided to trainee plant operators;

- They verify the abilities and licence of plant and equipment operators; Contractors comply with the competency requirements at CS Energy sites.

3.4 Employees / Contractors

Employees and Contractors are responsible for ensuring that:

- They request VOC testing for newly required competencies;
- They complete required training and provide HRWL as applicable;
- They follow reasonable instruction from Supervisors;
- They follow the guidelines in this procedure;
- They notify the Responsible Officer of any changes identified to the plant or processes specified in this procedure, for a review to be instigated;
- They participate in the review and feedback process when requested to by their Supervisor or Manager.

4 ACTIONS

4.1 Using Verification of Competency Documents

Description of actions for Verification of Competency (VOC) assessment shall be used to capture operator's competency on the following equipment.

- Forklift
- Elevated Work Platform (EWP)
- Scissor Lift
- Buggy
- Dozer
- Slewing Cranes
- Non-Slewing Cranes
- Alimak
- Manitou
- Bridge and Gantry Crane
- Front End Loader
- Grader
- Scraper
- Skid Steer Loader
- Truck (HR/MR/HC)
- Fire Truck
- Moxi Truck



Note: The operator of a bridge and gantry remote control crane (LBG) can continue to sling a load under the limited circumstances listed below:

- The bridge and gantry crane is operated by remote control and has no more than three powered motions;
- The weight of the load to be lifted is predetermined by a competent person (for example, may be marked on the load);
- Selection of the sling and slinging techniques for the load is predetermined by a competent person.
- Condition of lifting gear is predetermined by a competent person;
- Lifting points are predetermined by a competent person and marked on the load;
- Load is lifted within the view of the operator at all times; and
- Standard lifting procedures have been documented and signed-off by a competent person.

Unless these circumstances are met, a holder of a high risk work dogging (DG) licence must be used to sling all loads.

5 GUIDELINES

5.1 Candidate

The candidate can request an assessment on the above equipment using:

- **Form - S2126 - Request for Verification of Competency for Mobile Plant and Equipment**

The candidate's competency will be assessed based on two separate evaluations:

- **Completion of the VOC assessment - ["F/13/5928"](#)**
- **Licence/HRWL is to be provided prior to VOC assessment commencing (where applicable).**
- **Practical testing – sign-off relevant question sheet and S2126 by content matter expert**

5.1.1 Completing the assessment

The assessment can be performed at the candidates own pace. The assessment has an online interactive presentation component that can be used as a reference, and the assistance of a content matter expert can be arranged through the candidates Supervisor for further explanation and understanding prior to the VOC assessment

5.1.2 Practical Testing

Once the assessment has been completed successfully the practical testing is to be completed with a content matter expert. It is to include pre-start and functional tests.

5.1.3 Contractor Equipment

All Contractor or CS Energy employee on site that is required to operate contractor equipment will need to undertake a VOC for that piece of equipment. For this to occur a competent person from the contractor company will be provided at the site familiarisation process (ie CS Energy VOC Practical Assessment or equivalent) with a nominated person from CS Energy. The nominated content matter expert from CS Energy or the Contractor will then be required to complete the VOC process with the personnel on site. CS Energy VOC process and documentation, with required HRW Licence is to be included to be deemed competent to operate the equipment onsite.

5.2 Checking the Candidate's skills and knowledge

The candidate assessments must be clearly marked to indicate competency. The content matter expert will mark each box in the following way:



CORRECT PERFORMANCE



NOT YET ACHIEVED



NOT APPLICABLE

The candidate may be asked a question while they are doing a task if it is safe to do so.

The assessment will be stopped immediately if the candidate presents a danger to themselves, others or the equipment. Operating a machine dangerously would inform the content matter expert that the candidate is not yet competent. Further training would be required before the candidate could undertake a re-assessment.

The assessment will be stopped immediately if the machine or objects are likely to be damaged. This would also inform the content matter expert that the candidate is not yet competent, and will need further training before a re-assessment can take place.

5.3 How competency will be determined

The content matter expert will assess the candidate's knowledge and skills with the criteria outlined in the questionnaire. A nominated Content Matter Expert trainer/assessor has technically checked these training documents and HRW Licence to ensure that training requirements have been met.

5.4 Successful verification of competency

Upon successful completion of the verification of competency assessment, the candidate's assessment sheet shall be marked, signed and forwarded to CS Training team to be recorded into SAP.

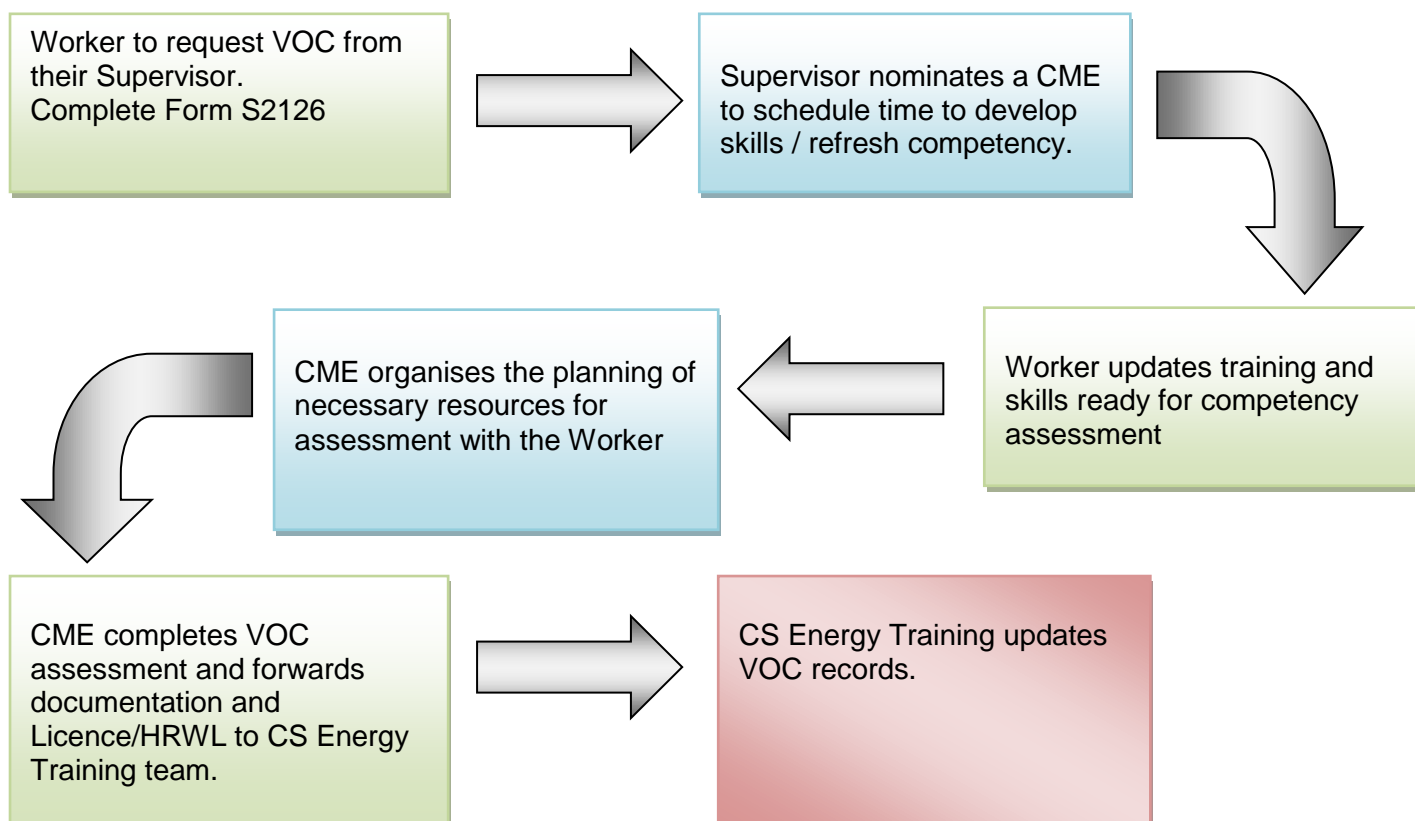
5.5 Currency of Training

VOC refresher training is to occur based on the following requirements:

- High Risk Licence expiry, or five (5) years (whichever expires first).
- Provided that:
- Competence is maintained to the satisfaction of the Supervisor and Plant Operator/ licence holder,
- Plant/ equipment to which original competency applied is not replaced.

All personnel shall complete refresher training with VOC applicable to the equipment that they operate, to maintain their competence.

6 PROCESS FLOW



7 CORRECTIONS

VOC is used to verify competency, but shall also provide refreshment of theoretical training aspects. The Content Matter Expert shall provide guidance ensuring that candidates have a thorough understanding of all possible safety standards.

Where a Content Matter Expert, deems the candidate as Not Yet Achieved the competency level, the candidate shall be provided with further time and coaching in preparation for a re-assessment.

8 DEFINITIONS

Term	Definition
Candidate	Machinery operator
Certificate	Statement of Attainment
Content Matter Expert	Person nominated to provide coaching and assessment
CTO	Competency to Operate
HRWL	High risk work licence
VOC	Verification of Competency

9 REFERENCES

Reference No	Reference Title	Author
B/D/13/27083	Form - S2126 - Request for Verification of Competency for Mobile Plant and Equipment	CS Energy
K/D/17/5917	Procedure - CS-OHS-69 - Minimum Training Requirements for High Risk Work	CS Energy

10 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, CS Energy's registered documents will be reviewed on a two yearly basis or at intervals specified by legislative or regulatory requirements. Review of controlled documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.