

COMPETENCY BASED ASSESSMENT

Chainsaw Operation Log Yard

This competency assessment ensures that no one is injured or equipment or plant is damaged as a consequence of unsafe operations and unfamiliarity with the working environment. The on site assessment is done to evaluate the demonstrated ability to perform certain tasks.

EMPLOYEE NAME	SAMPLE EMPLOYEE
JOB TITLE	CHAINSAW OPERATOR
LOCATION	SAMPLE COMPANY

ASSESSMENT RECORD SUMMARY

COMPETENCY BASED TRAINING – CHAINSAW OPERATIONS LOG YARD

“OFF THE JOB” TRAINING COMPONENT

Date	
Assessor name	
Comments	
Signature	

“ON THE JOB” TRAINING COMPONENT

Date	15/3/2017
Assessor name	Greg Beadle Premier Safety & Environmental
Comments	
Signature	

REFERENCES:

Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2007 (Vic)
WHS-SOP-ATB – 07.034 Measuring and Cutting Logs

BACKGROUND

The purpose of this competency assessment is to ensure that no one is injured or equipment or plant is damaged as a consequence of unsafe operation and unfamiliarity with the working environment, and to ensure:

1. Standards are applied to all areas of training and assessment in compliance with all statutory and site/plant standards including safety, productivity, operational and manufacturer standards.
2. All personnel are trained and assessed to the same standards.
3. Records are maintained of training, assessment and results of assessment.

INSTRUCTIONS

Each competency will usually have two (2) areas of assessment, and have three (3) possible measures:

1. **THEORY** This is the assessment of an employee's understanding of the competency and their ability to explain the technique, standard or answer the question asked of the assessor.
2. **PRACTICAL** This is an assessment of an employee's ability to actually perform the required task & demonstrate their skill level.
3. **FURTHER TRAINING REQUIRED** Where an employee does not demonstrate the required competency in either theory or practical demonstration, the assessor will place a tick in the **FURTHER TRAINING REQUIRED** box.

FINAL ASSESSMENT

1. An employee must achieve a positive score in **ALL** competency areas in order to receive an overall assessment as **COMPETENT**.
2. The employee must be advised of any areas that were unsatisfactory and ensure they are informed of the correct procedures.
3. On completion of the assessment the assessor shall circle **"COMPETENT"** or **"FURTHER TRAINING REQUIRED"** on the final assessment page.
4. The Assessor shall not re-assess the employee before a 24- hour period has lapsed.
5. Each assessment is to be recorded on the employee's personal file and a copy provided to the employee.

EXAMPLE ONE – EMPLOYEE DOES NOT SATISFY THE PRACTICAL ASSESSMENT

COMPETENCY AREA	THEORY	PRACTICAL	FURTHER TRAINING REQUIRED
Specific Competency Area	✓	✗	✓

EXAMPLE TWO – EMPLOYEE SATISFIES THEORY & PRACTICAL ASSESSMENT

COMPETENCY AREA	THEORY	PRACTICAL	FURTHER TRAINING REQUIRED
Specific Competency Area	✓	✓	✗

WHS Competency Assessment Form~ WHS-Frm-All-04.008

Issue date: 1/04/16

Authorised by: Example only

Review

date: 1/04/19

Use WHS-Frm-All-04.014 for Labour Hire personnel			
Site address: Sample company			
Department:		Plant description: Chainsaw	
Employee Name : Sample employee		Section : Log Yard Date : 15/3/17	
Operation /skills to be assessed:	Competent	On the job Yes / No	Further training required
Chainsaw Operation in the log yard			
ALL SITE PPE REQUIREMENTS TO BE WORN.	✓	Yes	
START UP PROCEDURE.			
Know and describe the chainsaw you will be operating	✓	Yes	
Identify & explain manufacturer's data plate	✓	Yes	
Identify & explain all operating controls, start & stop switches, chain brake	✓	Yes	
Correct PPE adjusted and worn properly	✓	Yes	
Head Protection	✓	Yes	
Hearing Protection	✓	Yes	
Eye Protection (Australian Standards)	✓	Yes	
Foot Protection (Steel Cap Boots)	✓	Yes	
Suitable Protective Clothing incl chaps	✓	Yes	
Skin Protection (where necessary)	✓	Yes	
Chains saw preparation and start-up procedure followed	✓	Yes	
OPERATING PROCEDURE ASSESSMENT.			
Inspect work area, log bearer area & identify hazards within path of work	✓	Yes	
Identify appropriate control measures to remove hazards	✓	Yes	
Ensure that no unauthorised persons enter the log bearer area	✓	Yes	
Ensure 3 metre exclusion zone is observed at all times. Restricted access zone.	✓	Yes	
CHAINSAW OPERATION			
Ensure fuel and bar oil is full, sharpen saw, check handle is secure, visually check saw	✓	Yes	
Engage chain brake before start up	✓	Yes	

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Place chainsaw on ground, place foot under handle	✓	Yes	
Decompress engine	✓	Yes	
Pull start until engine starts using decompression button each time	✓	Yes	
Disengage chain brake, run chainsaw and engage chain brake to ensure its operation	✓	Yes	
Stand in correct position and use correct lifting techniques for chainsaw	✓	Yes	
Ensure chainsaw is running at maximum revs before placing into log	✓	Yes	
Keep chainsaw bar and chain is at 45 degrees when embedded into log	✓	Yes	
Keep lower limbs, feet away from the log while cutting through to prevent crushing	✓	Yes	
STOPPING PROCEDURE			
Engage chain brake	✓	Yes	
Stop chainsaw using on/off switch	✓	Yes	
Check chainsaw for saw dust build up, jamming and remove	✓	Yes	
Place chainsaw in safe location using correct carrying and lowering techniques	✓	Yes	
Cut logs to be removed by log loader and locate in log yard	✓	Yes	
Any difficulties in communicating with the participant Complete WHS-Frm-All-06.013			
RATING			
Not Applicable	REQUIRES FURTHER TRAINING		ADEQUATE SKILLS
			HIGHLY SKILLED
N/A	1	2	3
			4
			5
Future WHS, MSP, SOP and other WHS (as perceived by the employee) training needs:			
Comments:			
Drivers Name : Sample employee			
Assessor : Greg Beadle			
Date: 15/3/17			
Date of assessment: 15/3/17			
Operator Signature :			
Assessors Signature:			
Sawmill Manager :			
Signature:			

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FINAL ASSESSMENT & COMMENTS:

Tim demonstrated a good understanding of all aspects of chainsaw operations and is deemed competent to operate on site.

COMPETENT

**FURTHER TRAINING
REQUIRED**

ASSESSOR:

Greg Beadle

DATE:

15/3/2017

EMPLOYEE:

Sample employee

DATE:

15/3/2017

NOTES:

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ADDITIONAL REFERENCES:

AS 4024 – Safety of machinery
WHS-MSP-All 07.015 Mobile plant exclusion zones
WHS-MSP-All-07.008 Personal Protective Equipment
WHS-MSP-All-10.011 Mobile Plant Start-up Inspection