**Safe Use Plant and Equipment Competency Test**

**Only teachers who have completed the course in Safe Use of Machinery for Technology are permitted to assess and supervise a student using a Safe Use plant item. This form is to be completed for each item of safe use plant being assessed.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date:** | |  | | |
| **Workplace:** | |  | | |
| **Student:** | |  | | |
| **Name of person conducting competency test:** | |  | | |
| **Select plant & equipment item being assessed for competency** *(circle)***:** | | | | |
| **CUTTING** | **SHAPING** | | **JOINING** | **FINISHING** |
| **Cold Metal Drop Saw** | **Wood Lathe** | | **Welding** | **Linisher** Belt / Disc Sander |
| **Power Hacksaw** | **Metalworking Lathe** | | **Biscuit Jointer** | **Sanders** Belt / Orbital |
| **Jig Saw** | **Portable Plunge Router** (unsecured) i.e. with either a template or guide fence or, a ball-bearing profile cutter | | **Dowling or Horizontal Drill** |  |
| **Scroll Saw** | **Milling Machine** | | **Drill Press** (Pedestal or Bench) |  |
| **Small Mitre Saw** (with simple drop saw action and work piece secured similar constraint) | **Angle Grinder** | |  |  |
| **Metal Cutting “Horizontal” Band Saw** |  | |  |  |

Section 1

| Woodwork / Metalwork | | |
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|  | | **Checked** |
| **Prepare for work** | | |
| Work instructions are used to determine job requirements, including design, quality, materials, equipment and quantities | Yes  No | |
| Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed through the work | Yes  No | |
| Material for machining is selected and inspected for quality | Yes  No | |
| Machines, cutting tools and jigs are identified and checked for safe and effective operation | Yes  No | |
| Procedures are determined for minimising waste material | | Yes  No |
| **Set up machines** | | |
| Safety equipment, including emergency stops, gauges, guards and controls are checked | | Yes  No |
| Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturer’s instructions | | Yes  No |
| Trial runs are conducted to check machine operation, accuracy and quality of finished work | | Yes  No |
| Necessary adjustments are made to machine settings | | Yes  No |
| **Operate machines** | | |
| Machine start-up procedure is carried out in accordance with manufacturer’s instructions and/or safe work procedures | | Yes  No |
| Material is fed into machine in accordance with manufacturer’s instructions, safe handling procedures and standard workplace operating procedures | | Yes  No |
| Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturer’s recommendations | | Yes  No |
| Items that do not meet quality requirements are repaired, recycled or discarded according to workplace procedures | | Yes  No |
| Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons | | Yes  No |
| Never leave the machine running unattended | | Yes  No |
| **Clean up work area and maintain equipment** | | |
| Material that can be reused is collected and stored | | Yes  No |
| Switch off equipment before removing waste material from table / work area | | Yes  No |
| Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures | | Yes  No |
| Operator maintenance is completed in accordance with manufacturer’s specifications and site procedures | | Yes  No |
| Unserviceable equipment is tagged and faults identified in accordance with workplace procedures | | Yes  No |
| Equipment and tools are maintained in accordance with workplace procedures | | Yes  No |

Section 2

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| Assessor Comments / Notes |
|  |

Section 3

| SIGN OFF | | | |
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|  | **Name** | **Signature** | **Date** |
| Student |  |  |  |
| Teacher/Assessor |  |  |  |

Further assistance

If further advice or assistance is required in completing this Checklist, please contact the OHS Advisory Service on 1300 074 715 or e-mail [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).