Restricted Plant Safe Use 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 restricted plant item. This form is to be completed for each item of restricted plant being assessed.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date:** | |  | | |
| **Workplace:** | |  | | |
| **Student:** | |  | | |
| **Name of person conducting competency test:** | |  | | |
| **Select plant & equipment item being assessed for competency** *(circle)***:** | | | | |
| **CUTTING** | | | **SHAPING** | |
| **Table / Bench Saw** | **Triton Work Centre** | | **Grinder** (Pedestal or Bench) | **Panel Planer** |
| **Band Saw** | **Guillotine** (Powered & Manually Operated) | | **Surface Planer** (Buzzer) | **Table Inverted Router** |
| **Docking Saw / Radial Arm Saw** | **Panel Saw** | | **Thicknesser** | **Portable Plunge Router** (unsecured) i.e. without template or guide fence |
| **Portable Circular Saw** | **Reciprocating Saw** | | **Spindle Moulder** | **Bench Folder** |
| **Slide Compound Mitre Saw & Compound Mitre Saw** | **Rip Saw** | | **Powered Wood Shaper** | **Horizontal Borer** |

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 |
| Un-serviceable 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 |
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Section 3

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| Sign Off | | | |
| **Sign Off** | **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).