***INFORMATION AND TRAINING FOR EMPLOYEES***

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|  | ***Skills Assessment*** | | | | | | | | | | | | | | | | | |
| **Flat**  **terrain (0° to 7°)**  **Undulating terrain (15° to 35°)** | | |  | | | **The ranking system is from 1 - 6**  **1 = never done task before**  **2 = some skill and can assist with the task (80% SV)**  **3 = have done it unsupervised (40-79% SV)**  **4 = regularly do it unsupervised (20% SV)**  **5 = very competent**  **(SV= Super vision)** | | | | | | | | | | | | |
| **Please mark your level for each skill with**  **an X on the scale as indicated below,**  **Your Employer/Manager will rate your skill in different colour or Symbol #** : | | | | 1 2 3 4 5 | | | | | | | | | |  | |  | |
| **Employer** | |  | | | | | **Date** | | |  | | | | | | | | |
| **Employee** | |  | | | | | **Date** | | |  | | | | | | | | |
| Please answer the questions below with total honesty as it will help all parties! | | | | | | | | | | | | | | |  | |  | |
| **Key Skills** | | | | |  | | |  | | | | | | | | | | |
| Plant & Machinery | | | | |  | | | |  | |  |  |  |  |  | | | |
| Implement use | | | | | **Assessed by** | | | | **1** | | **2** | **3** | **4** | **5** | **Date** | | | |
| Effluent irrigator & K Line | | | | |  | | | |  | |  |  |  |  |  | | | |
| Scrapper | | | | |  | | | |  | |  |  |  |  |  | | | |
| 5 Tonne trailer | | | | |  | | | |  | |  |  |  |  |  | | | |
| Silage wagon flat terrain | | | | |  | | | |  | |  |  |  |  |  | | | |
| Silage wagon undulating terrain | | | | |  | | | |  | |  |  |  |  |  | | | |
| Attach & detach bucket/grab/soft hands | | | | |  | | | |  | |  |  |  |  |  | | | |
| Attach & detach front end loader | | | | |  | | | |  | |  |  |  |  |  | | | |
| Heavy roller | | | | |  | | | |  | |  |  |  |  |  | | | |
| Reversing a trailer | | | | |  | | | |  | |  |  |  |  |  | | | |
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| **PTO driven implements’** | | | | | **Assessed by** | | | | **1** | | **2** | **3** | **4** | **5** | **Date** | | | |
| Safely attach PTO shaft to tractor | | | | |  | | | |  | |  |  |  |  |  | | | |
| Mower | | | | |  | | | |  | |  |  |  |  |  | | | |
| Pond stirrer | | | | |  | | | |  | |  |  |  |  |  | | | |
| Fertiliser spreader | | | | |  | | | |  | |  |  |  |  |  | | | |
| Grain auger | | | | |  | | | |  | |  |  |  |  |  | | | |
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|  | ***Skills Assessment*** | | | | | | | |
| **Tractor use** | | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Carryout checks on tractor before use | |  |  |  |  |  |  |  |
| Flat terrain | |  |  |  |  |  |  |  |
| Undulating terrain | |  |  |  |  |  |  |  |
| Cultivation undulating terrain | |  |  |  |  |  |  |  |
| Cultivation flat terrain | |  |  |  |  |  |  |  |
| Attaching Snap lock duals | |  |  |  |  |  |  |  |
| Loading silage wagon & shifting Baleage | |  |  |  |  |  |  |  |
| **Quad use** | | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Carryout checks on quad before use | |  |  |  |  |  |  |  |
| Flat terrain | |  |  |  |  |  |  |  |
| Undulating terrain | |  |  |  |  |  |  |  |
| Towing trailers’ flat terrain | |  |  |  |  |  |  |  |
| Towing trailers’ undulating terrain | |  |  |  |  |  |  |  |
| Demonstrate loading/towing weight limits | |  |  |  |  |  |  |  |
| Wearing helmet with strap done up when riding | |  |  |  |  |  |  |  |
| **Ute /4WD’s use** | | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Carryout checks on Ute/4WD before use | |  |  |  |  |  |  |  |
| Flat terrain | |  |  |  |  |  |  |  |
| Undulating terrain | |  |  |  |  |  |  |  |
| Towing trailers’ flat terrain | |  |  |  |  |  |  |  |
| Towing trailers’ undulating terrain | |  |  |  |  |  |  |  |
| Demonstrate loading/towing weight limits | |  |  |  |  |  |  |  |
| Vehicle Recovery (Snatch Straps) | |  |  |  |  |  |  |  |
| **Chainsaw use** | | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Can demonstrate correct saw sharpening procedure | |  |  |  |  |  |  |  |
| Cold & Hot start procedure | |  |  |  |  |  |  |  |
| Understands requirements around using PPE | |  |  |  |  |  |  |  |
| Can demonstrate correct refuelling procedure | |  |  |  |  |  |  |  |
| Can demonstrate up & down cut | |  |  |  |  |  |  |  |
| Understands when branch is under load | |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
| **Chemical use** | | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Understands requirements around using PPE | |  |  |  |  |  |  |  |
| Read label and explain what PPE is required for (mixing/applying) | |  |  |  |  |  |  |  |
| Can demonstrate mixing procedure | |  |  |  |  |  |  |  |
| Read label and explain first Aid requirements | |  |  |  |  |  |  |  |
| Read label and explain mixing rates and any withholding periods | |  |  |  |  |  |  |  |
| Can explain what causes drift | |  |  |  |  |  |  |  |
| Can demonstrate triple rinse process | |  |  |  |  |  |  |  |
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| Two Wheeler Motorbike |  |  |  |  |  |  |  |
| Carryout checks on motorbike before use |  |  |  |  |  |  |  |
| Flat terrain |  |  |  |  |  |  |  |
| Undulating terrain |  |  |  |  |  |  |  |
| Demonstrate loading weight limits |  |  |  |  |  |  |  |
| Wearing helmet with strap done up when riding |  |  |  |  |  |  |  |
| Health and Safety | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Identify hazards and report them to manager |  |  |  |  |  |  |  |
| Write accidents / incidents including close calls into incident register in the health & safety folder |  |  |  |  |  |  |  |
| Maintain speed limits at all times |  |  |  |  |  |  |  |
| Ensure visitors to farm have reported in and have permission & supervision |  |  |  |  |  |  |  |
| Ensure contractors are given adequate directions and instructions |  |  |  |  |  |  |  |
| Insure personal protective equipment (PPE) is used when required |  |  |  |  |  |  |  |
| Public Road Legislation (Vehicles on Road) | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Understand Warrant fitness requirements |  |  |  |  |  |  |  |
| Understand what registrations are required for each vehicle |  |  |  |  |  |  |  |
| Understand what licences are required for each vehicle used |  |  |  |  |  |  |  |
| Understand vehicle width limitations and requirements |  |  |  |  |  |  |  |
| Understand vehicle length limitations and requirements |  |  |  |  |  |  |  |
| Understand towing implement requirements are and implemented |  |  |  |  |  |  |  |
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| **Recommended training required for** | **Trainer** | **Date required** |
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