A·C·E
ASSESSMENT & TRAINING SERVICES
AUTHORISED WORKSAFE ASSESSORS
REGISTERED TRAINING ORGANISATION

Log Book

for

Trainee Machinery Operators

Your legal duties

The law requires you to obtain a licence from WorkSafe before undertaking certain workplace activities.

From July 2007 new safety laws based on a national approach agreed to by all States will apply to anyone working with high risk equipment.
The 'Licence to Perform High Risk Work' will replace the existing 'ticket' to operate high risk equipment. A ticket may be an 'old style' Certificate (issued pre-1995) or a Certificate of Competency.

The more rigorous licensing system will better recognise the skills and responsibilities of people operating high risk equipment

A Licence will be issued for five years and is valid in every Australian State and Territory, enabling people to operate high risk equipment under consistent standards everywhere in Australia.

Gaining your Licence to operate high risk machinery means that your employer, fellow workers and the general public can feel confident that you are capable of operating a forklift in a range of normal working environments without endangering yourself or the health and safety of other persons.

Only individuals that are 18 years of age or older can apply for a 'Licence to Perform High Risk Work'
At no time is an unlicensed trainee operator to be on a Forklift unless under the supervision (sight & sound) of a Licensed person

LOG BOOK RECOMENDATIONS

It is highly recommended that all unlicensed individuals operating high risk machinery such as forklifts, cranes, elevated work platforms and earthmoving machinery have evidence of their driving time operating the machinery.

This can be achieved by filling in a log book each time you are driving the machinery.

What is a Log Book for?

It tracks the hours you have operated the forklift (or other types of high risk machinery) under supervision and to keep a record of the training completed.

Once you have successfully completed your assessment it will be good practice to continue to fill out your log book.

Should there be a workplace accident, Worksafe will require evidence of the driver's competence and your log book will prove your time for each machine that you operate.

TRAINING PROCEDURE

A licensed operator **MUST supervise** the trainee operator at all times when they are operating the machine until the trainee operator is licensed.

Note: **Supervision means within sight and sound**
Note: **Licensed person is an operator who holds a current Worksafe Licence or National Competency.**

The **Log Book** must be filled in by the trainee operator, showing time spent, date and signature of the licensed person supervising. This must be completed each time the trainee operator is operating the machine.

At no time is an unlicensed trainee operator to be on machinery unless under supervision of a Licensed person.

Trainee

Name: ....

Address: ....

.... Postcode..................................

Date of Birth: ....

Telephone: .... Mobile: ....

Signature: ....

Employer:

Name: ....

Address: ....

.... Postcode:..................................

Telephone: ....

Machine Type :(Forklift, Crane, Excavator etc)

....

Direct Supervisors:

(This covers all persons authorised by your employer to directly oversee your work)

Name: ....

Certificate No: ....

State of Issue: ....

Signature:..

Name: ....

Certificate No: ....

State of Issue: ....

Signature:..

TRAINEES PRACTICAL DRIVING LOG

Trainees Name:...

Date	Training Hours	Trainees Signature	Licenced Operator	Licenced Operator Signature	Licence Number	Total Running Hours

TRAINEES PRACTICAL DRIVING LOG

Trainees Name:..

Date	Training Hours	Trainees Signature	Licenced Operator	Licenced Operator Signature	Licence Number	Total Running Hours

TRAINEES PRACTICAL DRIVING LOG

Trainees Name: ....

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Trainees Name:...

Date	Training Hours	Trainees Signature	Licenced Operator	Licenced Operator Signature	Licence Number	Total Running Hours

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ONSITE TRAINING AND TESTING IN THE FOLLOWING:

WorkSafe Licences & Nationally Recognised Training Units

*Full courses or 'Assessments only' are available

  *CONDUCT FORKLIFT OPERATIONS - BCC3013A
  *OPERATE ELEVATED WORK PLATFORM - BCGCM3001B
  *OPERATE A TRUCK MOUNTED LOADING CRANE - BCGCM3002B
  *SHIFT LOADS USING CRANES (NON-SLEWING) – TDTD4401A
  *SHIFT LOADS USING CRANES (SLEWING) – TDTD4401A
    PERFORM DOGGING - BCGDO3001B
    PERFORM RIGGING – BASIC - BCGRI3002B
    PERFORM RIGGING – INTERMEDIATE - BCGRI3003B
    ERECT & DISMANTLE SCAFFOLDING – BASIC - BCGSC2002B
    ERECT & DISMANTLE SCAFFOLDING – INTERMEDIATE - BCGSC3001B

Nationally Recognised Training Units

*Refresher courses also available

    CONSTRUCTION INDUCTION COURSE (OH&S RED CARD) – CPCCOHS1001A
  *CONTROL TRAFFIC WITH A STOP-SLOW BAT - BCCCM2013C
  *IMPLEMENT A TRAFFIC MANAGEMENT PLAN - BCCCM3003B
  *WORK SAFELY ON ROOFS - BCPRF2001A
    USE HAND AND POWER TOOLS - BCG1005A
    USE SMALL PLANT & EQUIPMENT - BCG1006A
    USE EXPLOSIVE POWER TOOLS - BCG2008A

Earthmoving Competencies & Nationally Recognised Training Units

*Full courses or 'Assessments only' are available for all Earthmoving Machinery Listed

  CONDUCT DOZER OPERATIONS - BCCPO3002B
  CONDUCT ROLLER OPERATIONS - BCCPO3013B
  CONDUCT WHEELED FRONT END LOADER OPERATIONS - BCCPO3004B
  CONDUCT SKID STEER LOADER OPERATIONS - BCCPO3008B
  CONDUCT GRADER OPERATIONS - BCCPO3006B
  CONDUCT DUMP TRUCK OPERATIONS - BCCPO3016B
  CONDUCT SCRAPER OPERATIONS - BCCPO3007B
  CONDUCT EXCAVATOR OPERATIONS - BCCPO3003B
  CONDUCT TRACTOR OPERATIONS - BCCPO3011B
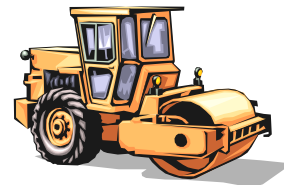
Workplace Risk Assessments

- EARTH MOVING ASSESSMENTS
- RISK & HAZARD ASSESSMENTS

Competency Based Training Courses

- SAFETY IN LIFTING
- RECREATIONAL BOAT LICENCES
- MANUAL HANDLING
- SPOTTERS

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