Site Plant Competency Assessment

Use for a practical site assessment of one worker on the identified plant, attachments and tasks. Complete it electronically or by hand. This is an internal competency and site-authorisation record, not a nationally recognised qualification or high-risk work licence (HRW).

Assessment details	Complete before assessment	
Worker name		
Site / project		Date:
Plant type		Make/Model:
Asset ID / serial		Registration:
Attachments and configuration		
Tasks and operating conditions assessed		
Assessor name		Position:
Assessor competence for this machine and tasks	Relevant training, experience and assessment ability; attach evidence references as required:	
Worker experience / training evidence	Certificates, training log, recent experience or previous assessments checked:	

Before starting

Assessor: be competent for the plant and tasks. Meet any client/RTO assessor requirements. Confirm safe assessment conditions and supervision; stop immediately if unsafe.

Prerequisite	Confirmed Y / N / NA and evidence
Required HRW / driver licence verified, including class and currency	
Site induction and construction induction where required	
Operator manual, relevant risk assessment / SWMS and site rules reviewed	
Plant safe to use; required registration, inspections and maintenance checked	
Fit for duty, suitable PPE, communication and emergency arrangements confirmed	

Do not start practical operation with an unmet safety or legal prerequisite. Any lawful HRW training must meet its separate enrolment and supervision requirements. Reassessment reference, if applicable: _____

Knowledge check

Ask verbally and record **S = satisfactory, NYS = not yet satisfactory, or NA with reason**. Answers must match this machine's manual, site controls and assigned tasks. Record brief answers or evidence; do not mark from attendance alone.

ID and question	Assessor check	Result and brief answer
K1 What are this machine's operating limits, capacity, stability limits and attachment restrictions?	Identifies actual manual limits and when not to operate.	Result: ____ A:
K2 What are today's hazards and required controls?	Covers people/traffic, blind spots, ground/slope/edges, services, weather and relevant environmental risks.	Result: ____ A:
K3 How will you maintain exclusion zones and communicate with a spotter?	Explains site distances, signals/radio, and stopping if contact or visibility is lost.	Result: ____ A:
K4 What will you do with a defect, failed safety device or unsafe condition?	Stop safely, isolate/tag as required, report and do not restart until authorised.	Result: ____ A:
K5 How do you respond to an emergency, instability, service contact or spill?	Explains site response, alarms, emergency contacts and machine-specific safe actions.	Result: ____ A:
K6 How do you park, isolate, refuel and change attachments safely?	Explains shutdown, stored energy, attachment locking, spill/fire controls and authorised maintenance.	Result: ____ A:

Machine and task specific checks

Add checks needed for this plant and work. Examples: excavator quick hitch and slew; loader articulation; dozer blade/ripper; roller edge stability; skid steer interlocks; mulcher guarding/exclusion zones. Do not deliberately expose workers to hazards to test responses.

Additional check / manual reference	Result and evidence

Lifting/suspended loads, transport loading, public-road travel and specialist attachments are outside this assessment unless specifically listed, risk-assessed and separately checked against applicable licenses, procedures and manufacturer limits.

Practical observation

Observe the worker performing a representative work cycle on the identified plant. **Use S / NYS / NA**; justify each NA. Any unsafe act requires intervention. No independent-competence outcome until every applicable check is satisfactory without coaching.

ID	Observed task	Result
P1	Completes and records pre-start inspection; checks fluid leaks, tyres/tracks, guards, attachments and defects.	
P2	Checks seatbelt where fitted, brakes, steering, alarms, visibility aids, interlocks and emergency stops where fitted, using safe manufacturer procedures.	
P3	Inspects work area and confirms ground stability, slopes, edges, services, exclusion zones, traffic and weather controls.	
P4	Enters/exits safely using designated access; adjusts seat/visibility; wears restraint and required PPE.	
P5	Starts safely, checks instruments and controls and performs controlled function checks in a clear area.	
P6	Travels, steers, reverses and positions safely; maintains visibility, separation and spotter communication.	
P7	Completes the nominated task smoothly within capacity, stability, reach and attachment limits; protects people and structures.	
P8	Checks attachment compatibility, security and locking; changes attachments only if included in scope and safe to demonstrate.	
P9	Recognises changed conditions and stops/reassesses; explains safe emergency response without unsafe simulation.	
P10	Applies relevant dust, noise, spill, vegetation/waterway and fire controls; follows safe refuelling arrangements.	
P11	Parks on a safe location, lowers equipment, applies brake, shuts down and isolates as required; exits safely.	
P12	Completes required records and reports defects, hazards and incidents through the company process.	

Observation start / finish: _____ Duration: _____

Actual work cycle, materials, terrain and conditions observed: _____

_____

Evidence references / additional checks / NA reasons: _____

_____

Outcome and site authorisation

Assessor decision - select one. This outcome applies only to the plant, configuration, tasks and conditions recorded in this assessment.

[ ] Competent for the assessed scope - all applicable knowledge and practical checks satisfactory.
[ ] Not yet competent - further training and reassessment required.
[ ] Assessment incomplete - competence not determined.

Record	Details
Competent tasks and limitations	
Gaps / training / cause of missing evidence if relevant	
Supervised training only if authorised	Supervisor: Permitted training tasks / restrictions: No independent operation until reassessed and authorised.
Reassessment or review	Reassessment due if required: Review trigger/date:
Evidence retained	Assessment / certificate / log references: Audit finding if relevant:

Reassess when plant, attachments, tasks or conditions materially change, following unsafe operation or a relevant incident, after a significant break where competence is uncertain, or when client requirements require it.

Confirmation	Name / signature / actual date
Assessor: evidence supports the outcome and scope above	Name: _____ Signature: _____ Date: _____
Worker: assessment and limitations explained and understood	Name: _____ Signature: _____ Date: _____

Office use only

The office retains the completed App assessment and updates the Training Competency Register and Employee Skills Matrix with the assessed plant, tasks, outcome and restrictions. The Operations Manager or delegated site authority manages permission to operate and any supervision requirements through the normal site process.

Related requirements and assessor references

Work Health and Safety Act 2011 (Qld) - Primary duty, safe plant and training; worker duties. https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018

Work Health and Safety Regulation 2011 (Qld) - Risk management; information, training and instruction; licensing where applicable; plant and powered mobile plant controls; SWMS and induction where required. https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240

Applicable guidance and site controls - Managing risks of plant in the workplace Code of Practice 2021 (current version); How to manage work health and safety risks Code of Practice 2021; Excavation work Code of Practice 2021 where relevant; Electrical Safety Act 2002 (Qld) and current regulation/codes where electrical risks apply. Manufacturer manual, site risk assessment, SWMS, traffic plan and client requirements. https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice

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