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# TRAINING LOGBOOK

**for users and  
operators of  
industrial  
equipment**



ACT WorkCover

## Copyright notice

WorkCover NSW is acknowledged for development of the material on which this publication is based.

## Disclaimer

This document provides general information about the rights and obligations of employees and employers under ACT occupational health and safety laws.

It is intended to provide general information about the law and is not intended to represent a comprehensive statement of the law as it applies to particular problems or to individuals, or substitute for legal advice.

You should seek independent legal advice if you need assistance on the application of the law to your situation.

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## Notes

A large rectangular box with a solid black border, containing the word "Notes" at the top center. Below the title, there are 15 horizontal dashed lines spaced evenly down the page, providing a template for handwritten notes.

## Guides and Catalogue Numbers

The following NSW Guides are also recommended for ACT Operators

Guide for Bridge and Gantry Drivers

Guide for Dogging

Guide for Fork Lift Truck Drivers

Guide for Front End Loader and Excavator Drivers

Guide for Hoist Operators

Guide for Rigging

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## WHO IS THIS LOGBOOK FOR?

If you operate or use industrial equipment including scaffolding, rigging and dogging, cranes and hoists, boiler and pressure equipment, and some types of loadshifting equipment, you must either:

- hold a certificate for that type of equipment/operation, or
- be a trainee for that type of equipment /operation.

All of the equipment classes that require a certificate of competency in the ACT are listed on p21.

### REQUIREMENTS FOR TRAINEES

Trainees must:

- be supervised by a person holding a current certificate of competency for the type of 'scheduled work' being performed by the trainee. (The definition of scheduled work can be found under Schedule 1 of the *ACT Occupational Health and Safety (Certification of Plant Users and Operators) Regulation 2000*).
- follow the directions of employers and supervisors about your training
- keep a written record that includes -
  - your name and address
  - name and address of each employer
  - a description of the competency units performed
  - the date you performed this work
  - the type of equipment you operated or used
  - your supervisor's name and certificate number
  - your supervisor's signature for each day you do the work.

This logbook is your record of training.

- During your assessment the assessor is required to be present at all times.
- You are required to complete a knowledge assessment. Depending on the class of certificate, the knowledge assessment may be oral or written. If you give your answers orally the answers you give are to be written down by the assessor.
- Some classes such as mobile cranes, rigging or scaffolding include a compulsory written assessment that you must complete yourself.
- During the knowledge and written assessments you are not to have the answers provided to you or refer to assessment instruments or other material to assist you to answer the questions.
- You are also required to complete a practical assessment. The practical assessment is do be done in accordance with the assessment instrument.
- Notices of Satisfactory Assessment are only valid for 60 days. You must apply to ACT WorkCover for a Certificate of Competency within that period.

### YOU NEED TO KNOW THAT:

ACT WorkCover inspectors conduct audits and investigations into assessments to ensure assessors and applicants comply with occupational health and safety legislation.

### SO WHAT DO YOU NEED TO DO:

- Make sure that you are aware of the assessment process by reading the assessment instrument, or discussing with your employer or contacting ACT WorkCover. Before signing the Notice of Satisfactory Assessment check all the details are correct including the time taken to complete the knowledge and practical assessment, the details of the plant or equipment used in the assessment.
- If any details on the Notice such as the time that the assessment took, the plant details, are not correct inform the assessor. If the Assessor refuses to change the incorrect details contact ACT WorkCover.

If you believe that the assessment was not conducted properly or you were issued a notice of satisfactory assessment without being assessed **contact the Certification Control Officer of ACT WorkCover on 02 6205 0200 as soon as possible.**

## APPLYING FOR ASSESSMENT

To apply for assessment, and you must be able to use the English language at a level appropriate for the safe use and operation of the class of equipment. When you consider that you have reached an appropriate level of competency you need to arrange to be assessed by a certificate assessor. You will need to pay a fee and provide the assessor with a completed application form and your record of training.

The assessor has the right to make enquiries about the authenticity and suitability of the documents presented with the application. The assessor will decide whether or not your level of competency satisfies the requirements for the award of a certificate for the type of operation or equipment you are seeking. Operating plant that requires certification or failing to maintain a training logbook may attract an infringement notice. Infringement Notices Offences range from \$100 to \$200 for an individual and \$500 to \$1000 for a company depending on the type of offence.

### YOU MUST BE AWARE THAT:

- The assessment process for your Certificate of Competency is prescribed by ACT WorkCover and is conducted by an Accredited Assessor.
- Any attempt to influence the assessor's decision is an offence under the Crimes Act 1900. Failure to comply with the Occupational Health and Safety (Certification of Plant Users and Operators) Regulation 2000, assessment instrument or assessor guidelines by the assessor could result in cancellation of your certificate and/or a fine or prosecution.
- If you were not properly assessed and you knowingly participated in that act you could be found to be aiding and abetting the assessor, which is an offence.
- Note The effect of the criminal Code, s 45 is that a person who aids, abets, counsels or procures, or by act or omission is in way directly or indirectly knowingly concerned in, or party to, the commission of an offence is taken to have committed the offence. For example, an employer who aided or abetted or counselled or procured an employee to do scheduled work without a certificate of competency (s 25) or contrary to the conditions of a certificate of competency (s 26) would also commit the offence.
- Your Certificate of Competency could be cancelled if you were not properly assessed, even if you did not knowingly participate in the improper assessment.

## HOW TO MAINTAIN THIS LOGBOOK

Make an entry in the logbook every day you perform work as a trainee. This is evidence of the training you have received and the competencies you have achieved. You will need to produce this logbook (or other written training record) to a certificate assessor or an ACT WorkCover Inspector when you are applying to be assessed for a certificate of competency. Keep it in a folder or a plastic sleeve. The logbook may be used at some time in the future as evidence of training received and competencies achieved.

Enter Trainee/Employers/Supervisors details in the spaces below. List all employers and supervisors.

Enter the details of daily training. Be sure to enter:

- the date
- a brief description of the type of work and steps taken
- the type of equipment you operated or used
- the name of your supervisor.

Make sure that your supervisor has signed the record of your work.

### OTHER TRAINING

You should also include records of training received at courses you have attended which are relevant to the use of plant or equipment for which you are seeking a certificate. Prior learning and experience which may support your application should be attached to this documentation.

## Example - Forklift Operator

Date	Name of Supervisor	Certificate No. of Supervisor	Competency Unit Types of Work Performed	Supervisor Signature
29/10/05	J Canberra	A 2005	Shifting & Stacking Load Loading and Unloading Truck	J Canberra

## Example - Scaffolder

Date	Name of Supervisor	Certificate No. of Supervisor	Competency Unit Types of Work Performed	Supervisor Signature
23/8/04	J Canberra	A 2004	Erect Tube and Coupler Scaffold Erect Scaffold to 2-storey walkup	J Canberra
23/8/04	J Canberra	A 2004	Install Swing Stage Suspended Scaffold Dismantle Mobile Scaffold	J Canberra

A more detailed description of the competency units in each schedule is contained in the National OHS Certification Standard for Users and Operators of Industrial Equipment and associated Loadshifting Guidelines.

### NATIONAL OHS CERTIFICATE CLASS CODES AND DESCRIPTIONS

#### SCAFFOLDING, DOGGING, RIGGING CRANE AND HOIST

SB Basic scaffolding  
 SI Intermediate scaffolding  
 SA Advanced scaffolding  
 DG Dogging  
 RB Basic rigging  
 RI Intermediate rigging  
 RA Advanced rigging

CT Tower cranes  
 CP Portal boom cranes  
 CV Vehicle loading cranes  
 CD Derrick cranes  
 CB Bridge and gantry cranes  
 CN Non-slewing mobile cranes  
 (greater than 3 tonnes)

#### LOADSHIFTING

LF Forklift trucks  
 LO Order picking forklift trucks  
 LL Front-end loaders  
 LB Front-end loaders/backhoes  
 LS Front-end loaders (skid steer types)  
 LE Excavators  
 LD Draglines

C2 Slewing mobile cranes  
 (up to 20 tonnes)  
 C6 Slewing mobile cranes  
 (up to 60 tonnes)  
 C1 Slewing mobile cranes  
 (up to 100 tonnes)  
 CO Slewing mobile cranes  
 (open/over 100 tonnes)

#### PRESSURE EQUIPMENT

BB Basic boiler operation  
 BI Intermediate boiler operation  
 BA Advanced boiler operation  
 TO Turbine operation  
 ES Reciprocating steam engine  
 Operation

HP Hoists (personnel and materials)  
 PB Concrete placing booms  
 HM Materials hoist  
 (cantilever platform)  
 WP Boom-type elevating work  
 platforms (boom length exceeds  
 11 metres)

## COMPETENCY UNITS

A Competency Unit is a broad component of work which is made up of two parts: "Elements of competency" and their associated "performance criteria".

You should note that all of the competency units listed below may not be required for your class of equipment. "Pump concrete", for example, does not relate to all cranes.

You may also need to refer to the national standard at ACT WorkCover offices for more details.

### Scaffolding, rigging and dogging

#### Schedule A

- Plan and prepare work
- Erect scaffolding equipment
- Dismantle scaffolding
- Complete rigging work
- Demolish structures and/or plant
- Complete dogging work

### Crane and hoist operation

#### Schedule B

- Assess and secure equipment and work area
- Secure and transfer load
- Set up and dismantle mobile or tower cranes
- Operate elevating work platforms
- Operate hoist
- Pump concrete
- Set up and dismantle boom
- Shift load
- Shut down equipment and secure site

### Boiler and pressure equipment operation

#### Schedule C

- Start boiler
- Operate and monitor boiler
- Shut down and store boiler
- Start reciprocating steam engine
- Operate and monitor reciprocating steam engine
- Shut down reciprocating steam engine
- Start a steam engine
- Operate and monitor a turbine

### Loadshifting

- Assess and secure equipment and work area
- Shift load
- Shut down equipment and secure site

## TRAINEE

Name: .....

Address: .....

Postcode: .....

Date of birth: .....

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

Trainee's signature: .....

## EMPLOYERS

Name	Address	Telephone
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## SUPERVISORS

Name	Address	Telephone
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