

# WESTERN PROGRAM ALLIANCE - PROGRAM WIDE PLAN

Alliance Management System

## VERIFICATION OF COMPETENCY

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**Client:** Level Crossing Removal Authority

**Project:** Western Program Alliance

**Location:** VICTORIA, AUSTRALIA

**Project No:** 2792

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## **APPENDIX A – WorkSafe Vic High Risk Licence Classes**

## 1 PURPOSE AND SCOPE

This procedure is developed for the purposes of due diligence and industry best practice in ensuring plant and equipment operator competency for nominated high risk plant. The Western Program Alliance has committed to verifying operator competency for selected items of plant used on the Alliance project.

This project specific Verification of Competency (VOC) is not a replacement of any licence, ticket or training requirements set out under legislation or other project management plans. A relevant licence, ticket or training must accompany a VOC for a worker to operate the corresponding plant.

## 2 OBJECTIVES

The Program Wide **Health and Safety Management Plan** (Doc # **WSP-000-WPA-PLN-XPM-0005**) includes the following requirements to ensure plant operators are capable of safely operating designated equipment.

### Verification Process

Competency verification may include prior employment reference checks, independent assessments such as licenses or operating permits and workplace assessments by persons authorised to perform such assessments.

### Operator Verification

Plant Operator's competency shall be verified prior to operating Plant on site. This control is to ensure Plant is operated in accordance with the manufacturers guidelines and Safe Operating Procedures. Plant is to be operated as detailed in the Construction Execution Procedure and / or Safe Work Method Statement for the task. Refer to **Plant Operator's Assessment** (Doc # **030-F047-100**).

To satisfy the above requirements a VOC for the use of plant will be necessary prior to the operation/use on site to ensure that the worker using the plant does so in accordance with the manufacturer's guidelines and Safe Operating Procedures.

## 3 DEFINITIONS

Term	Meaning
HSE	Health, Safety & Environment
NDD	Non-Destructive Digging
Pegasus	WPA's online personnel competency management system
RTO	Registered Training Organisation
Suitably Qualified Person	Person with competency in assessment and a minimum five years' practical experience in the relevant plant operation.
VOC	Verification of Competency
WPA	Western Program Alliance

## 4 RESPONSIBILITIES

### 4.1 Engineers

- Ensure details on how to comply with this procedure are documented in the RFQ process.
- Assist Supervisors and the HSE Manager in complying with this VOC Process.

### 4.2 Subcontractors

- Comply with the requirements of this VOC Process.

### 4.3 Supervisors (including Subcontractor Supervisors)

- Assist in providing verification of competencies as a “suitably qualified person” as appropriate.
- Ensure only personnel with the required competency and VOC are operating plant and equipment in accordance with 5.6 Plant and Equipment Training and Competency Matrix.

### 4.4 HSE Manager

- Communicate the VOC process to the WPA team
- Prepare and send correspondence to all Subcontractors and Suppliers to communicate the requirements
- Maintain the Safety Management System to reflect the VOC procedure
- Ensure Pegasus is setup to accurately capture VOC's applicable to specific competencies
- Assist the Superintendent and Supervisors with the ongoing implementation of the procedure
- Monitor compliance with the procedure and report noncompliance to the Construction Manager
- Develop posters for lunch rooms to communicate the procedure clearly and concisely

## 5 PROCESS DESCRIPTION

The Plant detailed in *Table A: Plant and Equipment Training and Competency Matrix*, have been identified to pose a higher risk to the health and safety of operators and workers and shall require the operator to have VOC's completed prior to their operation. Where both a Subcontractor self-assessment and an RTO VOC are submitted for acceptance, the self-assessment shall be accompanied by proof of suitable experience of the assessor.

### 5.1 Training Requirements

All personnel must have completed the required training outlined in *Table A: Plant and Equipment Training and Competency Matrix* prior to undertaking a make and model specific VOC and the training evidence uploaded to the operator's RIW card.

### 5.2 VOC Requirements

Personnel are required to complete a make and model specific VOC before operating any plant or equipment listed in *Table A: Plant and Equipment Training and Competency Matrix*. The completed VOC must be uploaded to the operator's RIW card and conducted in accordance with the Verification of Competency Process below.

## 5.3 VOC Process

Three processes are acceptable to verify operator competency, these are:

- Subcontractor verification
- WPA verification
- Registered Training Organisation verification

### 5.3.1 Subcontractor Verification

A subcontractor may verify their workers if:

The VOC is completed by a suitably qualified person. This requires the verifier to have competency in assessment and a minimum five years' practical experience relevant to the operation of plant. A Subcontractor may nominate a verifier however the final determination of suitability shall be at WPA management discretion. The WPA Construction Manager (or delegate) shall monitor the suitability of subcontractor assessors via Pegasus. In lieu of demonstrated experience, the assessor can request the assistance of a Subject Matter Expert (SME) to be involved in the verification process.

1. The VOC is formally documented by the Subcontractor and this VOC document is provided to WPA (template **Letter of VOC from Subcontractors** MMS # 020-J500-2792 may be used).

The VOC form must include:

- a. The date of assessment
- b. The operators name and qualifications
- c. The plant type, make and model
- d. A description of the assessed activities inclusive of pre-operation, operation and shut down stages of plant usage and knowledge of safety features
- e. The verifiers name, qualifications and experience
- f. Sign off by the verifier of the VOC

The suitability of the method for undertaking a VOC is dependent on the availability of suitably qualified personnel to complete the verification (either WPA Supervision or Subcontractor). The suitability of the verifier will be at the discretion of WPA management. Where no suitable WPA or Subcontractor verifier is applicable a Registered Training Organisation (RTO) with appropriate expertise and experience shall provide the VOC.

Subcontractors cannot conduct VOC's for High Risk Work (for example; cranes, forklifts, dogging, rigging, scaffolding and other legislated High-Risk occupations - Appendix A) without an accredited High-Risk Work Licence Trainer/Assessor. The training and the assessment shall be conducted separately.

## 2. Pegasus

The method of manually submitting VOC documentation to WPA applies until the software program known as Pegasus is launched at the WPA. Pegasus is WPA's selected Personnel Competency and Onboarding System due to go live during December of 2017. Appropriate notice will be given to all subcontractors regarding the launch of the online system and the specific requirements will be communicated in detail.

### 5.3.2 WPA Verification

A suitably qualified person (competency in assessment and a minimum five years' practical experience relevant to the operation of plant) will conduct a verification using the **Plant Operator's Assessment Form** (Doc # **030-F047-100**). In lieu of preferred experience, the assessor can request the assistance of a Subject Matter Expert (SME) to be involved in the verification process.

WPA cannot conduct VOCs for High Risk Work (for example; cranes, forklifts, dogging, rigging, scaffolding and other legislated High-Risk work occupations - Appendix A) without an authorised High Risk Work Licence Trainer/Assessor.

### 5.3.3 Registered Training Organisation verification

Verifications of competency from approved Registered Training Organisations with relevant scope will also be accepted.

## 5.4 VOC Validity

VOC will be performed with all new operators as well as current operators each time they are required to operate new plant if it is different in its operation from the plant that the operator was verified on. This shall be determined by the Supervisor in consultation with the Superintendent and Construction Manager if the similarity or differences between the plant are unclear.

For the Western Program Alliance, WPA will consider a VOC completed in the past 6 months as valid. If a person leaves the project for 6 months or more, a new VOC shall be completed.

VOC's accepted within the WPA or conducted on a WPA site shall be valid for a period not exceeding 12 Months from the date of issue.

## 5.5 VOC Exceptions

Delivery vehicles will not require the operator to have a VOC due to the short-term nature of their work on site. This includes quarry material trucks, concrete trucks, flatbed trucks, plant floats and similar. For the use of these vehicles it is a requirement to hold a corresponding and valid driver's licence in accordance with the law.

The exception to this is where the truck is fitted with a crane and the crane is to be used for loading or unloading. In this circumstance, the operator must hold a VOC for the use of the crane. These requirements shall be included within any RFQ raised for provision of services.

## 5.6 Plant and Equipment Training and Competency Matrix

The matrix at Table A identifies the mandatory training required for operation of specified plant and equipment. Where both "licence" and "ticket issued by RTO" is identified with a Y, both are required to be held by the operator.

The "VOC completed by" has two columns, if both columns contain a Y then either subcontractor or RTO verification will be accepted.

**Table A: Plant and Equipment Training and Competency Matrix**

Plant and Equipment Requiring VOC	Training required			VOC completed by	
	Licence	Ticket issued by RTO	Project Training	Subcontractor Verification	RTO
Excavator / Backhoe	-	Y	-	Y	Y
Roller (smooth drum, pad foot, multi tyre, etc.)	-	Y	-	Y	Y
Grader	-	Y	-	Y	Y
Scraper	-	Y	-	Y	Y
NDD Truck	Y	-	-	Y	-
Water Cart	Y	-	-	Y	-
Stabiliser (e.g. lime stabilisation equipment)	-	Y	-	Y	-
Front End Loader	-	Y	-	Y	Y
Pozi Track / Skid Steer	-	Y	-	Y	Y
Lighting Towers	-		Y	Y	-
Piling Rigs (impact, rotary, vibro, etc.)	-	Y	-	Y	Y
Piling Hammers (impact, vibro, etc.)	-	Y	-	Y	Y
Off-Road Trucks for haulage around the site	Y	Y	-	Y	Y
Cranes (mobile, stationary)	Y		-	-	Y
Crane trucks	Y		-	Y	Y
Forklift including Telehandlers	Y		-	-	Y
Concrete pumps (Boom pump, stationary) Line pump	Y	Y	-	-	Y
Powered access equipment (i.e. boomlift, scissor lift)	Y	Y	-	Y	Y
Quick cut saw	-	Y	-	Y	Y
Floor saw / wall saw / road saw	-	Y	-	Y	Y
Jumping Jack/ Plate Compactor	-		-	Y	Y
Chainsaw	-	Y	-	Y	Y
Circular saw	-	-	-	Y	Y
Air operated drill, hammer or breaker	-	-	-	Y	Y
Compressed air equipment (jackhammer, scabbler etc.)	-	-	-	Y	-

Plant and Equipment Requiring VOC	Training required			VOC completed by	
	Licence	Ticket issued by RTO	Project Training	Subcontractor Verification	RTO
Explosive power tools	-	Y	-	Y	Y
<b>Work Requiring VOC</b>					
Traffic Control	-	Y	-	Y	Y
Electrical Spotter	-	Y	-	-	
Rail Spotter	-	Y	-	-	
Wearing of harness or working at height (Working at Heights Training required)	-	Y	-	-	Y
Scaffolding	Y	-	-	Y	Y
Rigging	Y	-	-	-	Y
Dogging	Y	-	-	-	Y
Confined Space Entry	-	Y	-	-	Y

## 6 RECORDS

Letter of VOC from Subcontractors

Doc # 020-J500-2792

Plant Operator's Assessment Form

Doc # 030-F047-100

## 7 REFERENCES

Health and Safety Management Plan

WSP-000-WPA-PLN-XPM-0005

Plant Operator's Assessment

Doc # 030-F047-100

# Appendix A

## WorkSafe Victoria Licence Classes – Occupational Health and Safety Regulations 2017

High risk work licence classes	Class Code
<b>Licence classes for scaffolding and rigging</b>	
Basic scaffolding licence	SB
Intermediate scaffolding licence	SI
Advanced scaffolding licence	SA
Dogging licence	DG
Basic rigging licence	RB
Intermediate rigging licence	RI
Advanced rigging licence	RA
<b>Licence classes for pressure equipment operation</b>	
Standard boiler operation licence <sup>2</sup>	BS
Advanced boiler operation licence <sup>2</sup>	BA
Turbine operation licence	TO
Reciprocating steam engine operation licence	ES

High risk work licence classes	Class Code
<b>Licence classes for crane, hoist and forklift truck operation</b>	
Tower crane operation licence	CT
Self-erecting tower crane operation licence	CS
Derrick crane operation licence	CD
Portal boom crane operation licence	CP
Bridge and gantry crane operation licence	CB
Vehicle loading crane operation licence	C2V
Non-slewing mobile crane operation licence	CN
Slewing mobile crane operation licence (up to 20 tonnes)	C2
Slewing mobile crane operation licence (up to 60 tonnes)	C6
Slewing mobile crane operation licence (up to 100 tonnes)	C1
Slewing mobile crane operation licence (open/over 100 tonnes)	C0
Reach stacker operation licence <sup>1</sup>	RS
Boom-type elevating work platform operation licence	WP
Materials hoist (cantilever platform) operation licence	HM
Hoist (personnel and materials) operation licence	HP
Concrete-placing boom operation licence	PB
Forklift truck operation licence	LF
Order-picking forklift truck operation licence	LO

### Notes:

<sup>1</sup> The reach stacker operation licence class commences operation on 18 June 2018.

<sup>2</sup> The new Standard Boiler Operation and Advanced Boiler Operation licence classes commence operation on 18 June 2018. Transitional arrangements provide for the three boiler operation classes under the Occupational Health and Safety Regulations 2007 to continue until 17 June 2018. For more information on the transitional arrangements applying to the boiler operation licence classes refer to regulation 557 of the Occupational Health and Safety Regulations 2017.