

**Templates for Farmers:**

**Training Competencies**

From Page 2 onwards, this document provides a template to enable you to create a training competency record, specific to each piece of equipment in your company. Following these instructions will mean that your company is one step closer to becoming compliant with your OH&S responsibilities.

It is important to note that simply having this record is not enough to discharge your employer duties.

**Instructions for Use:**

1. Save this word document, and double click the header to insert your company name and remove the highlight.
2. Read through the listed skills and add/remove/change any options for the wording as required. Delete the highlighted reminder when you’re happy with the list.
3. Fill in the table at the bottom with the version number, date, your name and a digital signature (or you can print the document off, sign it and scan it back in for your records).
4. Print/Save a new copy of this file, to take your employees through the list of skills, and assign a Yes/No/NA answer.

**What to do next:**

1. Use this training document to induct new employees, and also to provide training for existing employees.
2. This is also worthwhile discussing during a toolbox meeting. A record of who is in attendance should be kept.
3. Take on and address any feedback or concerns that your employees may have. Adjust as necessary.
4. Once the training is completed, the Assessor and the Employees should all sign and date the form.
5. Place a copy of this training record in every participating Employee’s employment file.

To protect our workers, our animals and our equipment, we need to ensure that if you do a task that you are competent to do it, or you are under the supervision of someone who is competent and can train you. Once you have been assessed as competent we expect you to follow the training provided at all times. If you are asked to do a task for which you are not competent then let the person who has requested it know, so that supervision or training can be arranged.

The manufacturer, supplier, an external training provider or you (if you have the necessary skills and expertise) can provide training. Some Registered Training Organisations offer – “AHCMOM207A – Conduct front-end loader operations” which is a nationally recognised unit of competency.

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| --- | --- |
| Tractor Operation |  |
| Skills Required | Yes/No/NA |
| Operator wears suitable clothing and footwear? |  |
| Can describe the purpose and correct use of controls? |  |
| Can state why passengers are NOT to be carried?  |  |
| Can do a pre-operational check? |  |
| Wears seat belt (if fitted) |  |
| Follows the manufacturers starting procedure |  |
| Starts the engine only from the operator’s seat. |  |
| Knows where the kill switch is and how to operate it |  |
| Rides in a forward direction around a defined course (e.g. figure of 8 around obstacles, through gates, etc) |  |
| Brakes at corner of defined course |  |
| Demonstrates how to reverse |  |
| Rides the vehicle demonstrating control over more difficult terrain such as slope, gully and bank |  |
| Knows about safe loads and attachments and where to get this information  |  |
| Knows how to safely tow a trailer on flat terrain, through gateways and on slopes |  |
| Able to safely reverse with trailer attached |  |
| Knows about the Safe Operating Procedure, speed limits and farm no-go zones. |  |
| Knows what jobs the vehicle is to be used for (and what it is not to be used for) |  |
| Knows how to safely park and store the tractor |  |
| Can demonstrate operational competency in daily tasks |  |
| Knows to back out should the tractor become stuck (due to risk of backflip)  |  |
| Knows to hitch to the tractor frame when being towed out forward, or if backwards to hitch to drawbar only. |  |
| Knows only to use a steel chain or steel cable for towing. |  |
| Understands the more competent operator should be operating the tractor that is doing the towing (due to risk of backflip of towing vehicle) |  |
| ADD or AMEND as necessary |  |
|  |  |
|  |  |
| Operate Front End Loader (includes buckets and forks) |  |
| Skills Required | Yes/No/NA |
| Attaches correct implement for the task |  |
| Knows capacity and limitations of tractor and FEL |  |
| Can attach weights to correctly balance the tractor (front and rear) if required |  |
| Checked hydraulic lines are securely connected? |  |
| Checked for position of overhead powerlines on proposed route |  |
| Familiar with hydraulic controls and checked for leaks? |  |
| Approaches load and engages load/fills bucket correctly |  |
| Secures load and carries it correctly |  |
| Demonstrates control over more difficult terrain such as slopes, gullies and banks |  |
| Knows how to release hydraulic pressure prior to removing hoses? |  |
| ADD or AMEND as necessary |  |
|  |  |

|  |  |
| --- | --- |
| Attach PTO Shaft to tractor |  |
| Skills Required | Yes/No/NA |
| Correctly attaches to three point linkage and lowers to ground? |  |
| Ensures power to PTO drive is disengaged? |  |
| Fully inspects shaft cover, spline and shaft (in good condition and greased) |  |
| Ensures tractor engine is off, in neutral and keys removed and park brake engaged |  |
| Before attaching PTO-powered equipment, confirms that the tractor drawbar is adjusted to the length specified in the manual. |  |
| Correctly attaches PTO and secures shield with chain |  |
| Before starting the engine, ensures all levers are in their neutral positions, the parking brake is engaged, and the clutch and PTO are disengaged. |  |
| Operates the PTO from the lower speed (540 rpm) unless the operator’s manual specifically recommends the higher speed (1000 rpm) is safe.  |  |
| When operating stationary PTO-powered equipment always applies the tractor parking brake, places chocks behind and in front of rear wheels, and stays well clear of all rotating parts. |  |
| Keeps all bystanders away from PTO-powered equipment. |  |
| Always walks around operating equipment. |  |
|  |  |
| ADD or AMEND as necessary |  |

**NOTE:**

Don’t forget to retain a copy of this competency training document on each individual’s employment files.

To find out the license requirements to drive a tractor on a public road in Victoria - <https://www.vicroads.vic.gov.au/licences/licence-and-permit-types/driving-a-tractor>.

**The following persons have regularly demonstrated the above training and competency requirements and have been assessed as competent on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessed by (print name and signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Employee Name** | **Employee Signature** |
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| **Version Number** | **Date Approved** | **Document Author** | **Author Signature** |
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