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| Form: | Verification of Competency (VOC) Record – Digging near Underground Services | | | | | Zinfra Stack_300 |
| Document ID: | [Document ID Value] | Process Area: | **Health ＆ Safety Management** | Version: | {\_UIVersionString} |

|  |  |
| --- | --- |
| Participants name: |  |
| Date of competency check: |  |

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| **Element** | **Demonstrates safe excavation around underground services** | **Competent** | | |
| **Yes** | **No** | **N/A** |
| **Site inspection** | |  |  |  |
| 1.1 | Identifies obstructions |  |  |  |
| 1.2 | Assesses ground conditions |  |  |  |
| 1.3 | Identifies Overhead services |  |  |  |
| 1.4 | Identifies the need for a Spotter |  |  |  |
| **Planning** | |  |  |  |
| 2.1 | Understand the permit conditions |  |  |  |
| 2.2 | Fully understands the scope of the excavation work and is aware of site excavation procedures |  |  |  |
| 2.3 | All services identified and clearly marked out on the ground |  |  |  |
| **Set up Work** | |  |  |  |
| 3.1 | Exclusion zones in place (barricades / fencing where required) |  |  |  |
| 3.2 | Communication protocols in place & effective |  |  |  |
| 3.3 | Wears seat belt (where fitted) |  |  |  |
| 3.4 | Spotter in place (where required) |  |  |  |
| 3.5 | Correct bucket selected for the task |  |  |  |
| 3.6 | Has the truck positioned for easy loading (where required) |  |  |  |
| **Operate** | |  |  |  |
| 4.1 | Ensures turntable is reasonably level |  |  |  |
| 4.2 | Smoothly operates controls |  |  |  |
| 4.3 | Demonstrates operation of bucket when directed by spotter |  |  |  |
| 4.4 | Competently shifts material |  |  |  |
| 4.5 | Deposits material safe distance from excavation (understands trench height & zone of influence) |  |  |  |
| 4.6 | Benches and / or batters (where required) |  |  |  |
| **Move away from excavation** | |  |  |  |
| 5.1 | Moves away from excavation safely |  |  |  |
| 5.2 | Lowers attachments to the ground & removes keys (fundamentally stable) |  |  |  |
| 5.3 | Dismounts correctly (facing cab, maintains 3 points of contact) |  |  |  |
| 5.4 | **What do you do if you come into contact with a live electrical cable (UG/OH)?**   1. Remain in the cab and inform the Distribution Network Operator immediately 2. Warn others to stay away 3. If this is not possible, and you need to leave the machine to escape fire, JUMP CLEAR **Do not dismount by climbing down the steps** 4. With feet together, bunny hop away to a safe distance 5. Never try to disentangle equipment until the owner of the line has confirmed that it has been de-energised and made safe |  |  |  |

**Person carrying out verification**

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| --- | --- | --- | --- |
| **Name:** |  | | |
| **Position:** |  | | |
| **Signature:** |  | **Date:** |  |

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| The participant has been ***formally verified*** and is considered to be: | Competent |  |
| Not Yet Competent |  |

**Assessors note:**

* All activities listed must be addressed during the assessment activity. Mark N/A where an activity is "Not Applicable".
* If the assessor deems an operator to be "Not Yet Competent" in any of the activities the assessment must be stopped and the operator must not be deemed "Competent" without further training and re-assessment.