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| --- | --- |
| **Name:** |  |
| **Date:** |  |
| **TASK:** | **Hand Tools** | **Stage of stages in task** |
| TA: |  |
| **Name of Assessor:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A Skill level of**...A...B...C...D...E...**Indicate level using underpinning work skill guide**Steps requiring skill level :List by step number**

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**Office use only** |

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|  | **Assistance coding;**0=no assistance/fully independent1=indirect verbal prompts/instructions2=gestural prompts3=direct verbal prompts/instructions4=model style prompting5=physical prompting MINIMAL6=physical prompting FULL assistance7=not complaint/failed taskN/A=not applicable  | OBSERVATION DATES  | OHS requirements* Safety Glasses
* Gloves; Tech/Riggers,
* Steel capped boots
* Sun protection
 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Staff initials**; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | STEPS  | ASSISTANCE REQURED |
| **1** | Use of OHS requirements |  |  |  |  |  |  |  |  |  |  |  |  |  | SUPERVISOR:* Pre – safety checks
 |
| **2** | Using hose and correct attachments |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | Applying correct amounts of water to pots or garden |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | Safe use of all tools |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | Correct storage of rakes, spades, forks, secateurs and hose reel |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | Correct manual handling |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Comments:**

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