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| **Name:** |  |
|  |
| **TASK:** | **Polsol production** | **Stage of stages in task** |
| TA; | Operating heat sealer |

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| A Skill level of**...A...B...C...D...E...**Indicate level using underpinning work skill guide**Requiring task skills of:**

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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  | Associated JSA:OHS requirementsSafety Glasses, Gloves;Tech/Riggers |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
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|  | **Staff initials**; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | OHS requirements;Safety Glasses, Gloves;Tech/Riggers,  | ASSISTANCE REQURED |
| **1** | Turn on power and set heat setting on 3–4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | Collect small plastic bags partially filled with polsol, 2/3 full, from yellow steel tray. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | Lift “arm” of sealer and place open end of bag on top of heat element. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | Push arm down gently to seal bag approximately 70mm from top of bag. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | Observe red light on r/h side of sealer. When light goes out lift arm and gently remove bag. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | Check that bag is sealed properly. If not sealed correctly re-seal. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | Transfer to counting frame. 10 bags will fill frame. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **10** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Comments:**

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| **Worker name** |  |
| **Assessed by** |  |
| **Date of Assessment** |  |
| **Nature of concern/issue**Please provide written comments/supporting evidence\* relating to the application of the wage assessment process. Highlight any concerns surrounding the assessment of competency (core/industry) and/or productivity for each individual worker. | (Attach separate sheet if more space required) |
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| **Date of post assessment query** |  |
| Name of person completing post assessments  |  |
| **Title**  |  |

\* Supporting evidence refers to documented history, highlighting select items relating to your query.

This evidence will take the form of productivity records, and assistances recorded.