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| **Name:** | |  | |
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| **TASK:** | **CLEANING RACALS** | | **Stage of stages in task** |
| TA; | Clean Racal Helmets / Visor Surround , Check own work | | |

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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 independent  1=indirect verbal prompts/instructions  2=gestural prompts  3=direct verbal prompts/instructions  4=model style prompting  5=physical prompting MINIMAL  6=physical prompting FULL assistance  7=not complaint/failed task  N/A=not applicable | OBSERVATION DATES | | | | | | | | | | | | | Associated JSA:  OHS requirements  Gloves; Rubber Riggers |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Staff initials**; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | OHS requirements;  Rubber gloves, Apron.  **Mop up water on floor** | ASSISTANCE REQURED | | | | | | | | | | | | |
| **1** | Designate a shelf by colour code & maintain working on this shelf – all persons to contribute to bottom shelf. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | Take visor from trolley & place in sink |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | Using soft cloth; Clean visor / surround inside & out |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | **Rinse gloves & visor under clean, running cold water, check visor for dirt marks.** Spot clean if required |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | Place on wall rack to drain. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | Take corresponding Racal from trolley & place in sink |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | Using Green scrubber; Clean Racal inside/outside  Paying special attention to all recessed areas on helmet and sticker including residue |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | **Rinse helmet under clean, running cold water, check for dirt marks & sticker residue.** *At times spot cleaning may be required; around recessed areas and to remove sticker residue completely* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** | Place on drying rack when clean.  Allow to drain. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** | Double check Racal & Visor for quality cleaning. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11** | Employee check own work.  Spot clean & rinse if required. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12** | Return Racal to correct position on trolley.  *Matching names inside helmet with name on bag.* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1**  **3** | Repeat steps 2 to 12 until required amount of helmets are completed |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14** | Empty & rinse out sink. Clean apron when finished |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**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.