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| **Name:** |  |
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| **TASK:** | **1st quality sorting** | Stage **1&3** of 3 stages in task |
| TA; | Set up & removal of sorted gloves. |

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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** | Set up workstation following WHS process:  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | Line wheelie bins with small 72 ltr. Use a Recyclable plastic bag whenever possible. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *Do not overfill bins when sorting.*  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | To remove bag from wheelie bin, roll top of bag down until it forms two ends suitable for tying.  |
| **4** | Place tie-off tool (hose offcut) in the middle, between the two ends. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | Using the two ends tie-off bag with a double knot.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | Slide out tie-off tool, and remove bag from bin. *Remember manual handling techniques.* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | Mark bags containing non-recyclables with a red X  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | Place bags of non-recyclables under designated table for weighing. -------------------------------Take items suitable for laundering to laundry and place them under table opposite washing machines in laundry.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** | Re-line empty bin with plastic bag *(from recycle bag bin if able)*  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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.