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| **Name:** | |  | |
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| **TASK:** | **1st Quality sorting** | | **Stage 2 of 3 stages in task** |
| TA; | Sorting of recycle/non-recycle gloves/other | | |

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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  Safety Glasses, Gloves;Tech/Riggers |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
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|  | **Staff initials**; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | OHS requirements;  Follow correct manual handling practice;  Keep weight of bags under 5kg **(**step,9**)**  Safety glasses, apron.  Gloves; Tech/Riggers, | ASSISTANCE REQURED | | | | | | | | | | | | |
| **1** | Check that workstation is set up following WHS process: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | *Following correct manual handling practice; obtain bag to be sorted and:*  Place bag on adjustable trolley & adjust to required positioning & height. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | Lock wheels of trolley. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | Open bag to be sorted. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | Removing no more than 2 items at a time |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | Check for tears, burns, grease, glue etc. & place in appropriate bins. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7**  *&*  **8** | **Recyclable items**; gloves/spats with no holes, burns, damage or large amounts of contaminants, are placed in the green small wheelie bins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **& Non-recyclable**; with holes, burns, damage or large amounts of contaminants, are placed in the pink small wheelie bins. (Or marked cardboard boxes) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** | Do not overfill small wheelie bins when sorting. Bin is full when contents reaches the top do not force extra into bin. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** | Remove full bags as per; *Set up & removal of sorted gloves Task Analysis.* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11** | Continue sorting/quality control process steps 3 to 10 until task is completed. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12** | Clean up workstation |  |  |  |  |  |  |  |  |  |  |  |  |  |

**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.