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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 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; 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.