|  |  |  |
| --- | --- | --- |
| **TASK:** | **Weigh Gloves** | **Stage 1 of 1 stage** **in task** |
| If updating this TA [TA Recording form on QMS] must also be updated. | Recording non- recyclable gloves/items |  |

|  |  |
| --- | --- |
| Associated Job Safety Analysis (JSA) or Safe Operating Procedure (SOP) | Workshop [add QMS number] |

|  |  |
| --- | --- |
| MAYER KEY COMPETENCIES | TASK SKILLS (Greenacres Competency Based Wage System ) |
| 1. Expressing ideas and information
 | 1. Fine Motor Skills – Hand/finger skills required to pick up small objects and/or manipulate items requiring small, limited movements. |
| 1. Collecting, analysing and organising ideas and information
 |
| 1. Using mathematical ideas and techniques
 | 2. Gross Motor Skills –Hand skills used to pick up large objects or move/manipulate items requiring larger movements. |
| 1. Using technology
 | 3. Spatial Skills – Cognitive skills used to judge space so that a task can be competently undertaken |
| 1. Solving problems
 | 4. Planning/Problem Solving – Includes factors such as sequencing of events/actions, knowledge of rules and applying that knowledge prior to and during task performance to influence the appropriate task completion. Identification of actual or potential problems and appropriate course of action. |
| 1. Working with others in teams
 | 5. Multiple Coordination – Combination of cognitive (spatial, planning/problem solving), fine and gross motor skills, language, literacy and numeracy and use of machinery/tools being applied simultaneously or in close sequence to complete job or task requirements. |
| 1. Planning and organising activities
 | 6. Language, Literacy and Numeracy – Language, literacy and numeracy skills to be applied to job/task requirements. |
| 7. Machinery/Equipment/Tools – Use of a range of machinery/equipment/tools of varying levels of complexity. |

|  | STEPS | Key Competencies 1 through 7 | Task Skills1 through 7 | Skill level A, B, C, D or E |
| --- | --- | --- | --- | --- |
|  | OHS requirements: Safety Glasses, Gloves; Tech/Riggers at all stages of job. |  |   |  |
| **1** | Set up area required; including recording sheet, red marker, hand scales.  | 7 | 4 | A |
| **2** | Collect processed bags, marked with a red X, from underneath the table and lift onto work station | - | 2 | A |
| **3** | Use digital hand held scale loop and secure strap with clip through knot in bag being weighed. *Best point of contact is below double knot on top of bag.*  | - | 2 | A |
| **4** | Turn on scales using ~~O~~ button and ensure weight is displayed in kilograms and NOT in pounds. *Use the* UNIT *button to return scale to KG if required.* Display should appear as **0.00**  | 3 | 1,6 | A |
| **5** | Holding scales, lift bag using two hands and read weight on scales | 3 | 5 | A |
| **6** | Place bag down on bench. | - | 2 | A |
| **7** | Record weight of gloves contained in each bag on QMS form WIF -04 within appropriate space. ---------------------Also record it on the weighed bag |  | 6 | A |
| **8** | Transfer weighed bag onto pallet. **All items stored on pallet are picked up every Tuesday or the next working day, by Veolia.**  | - | 2 | A |
| **9** | Reset scales by pressing the reset button on scales. | - | 1 | A |
| **10** | Repeat steps from 2 onwards, until task is completed. |  |  |  |
|  |  |  |  |  |

**Comments:**

|  |
| --- |
|  |