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| --- | --- | --- | --- | --- |
| **Name:** | |  | | |
| **Date:** | |  | | |
| **TASK:** | **General Tidying Up** | | | **Stage 1 of 1 stages in task** |
| TA: |  | | | |
| **Name of Assessor:** | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A Skill level of**...A...B...C...D...E...**  Indicate level using underpinning work skill guide  **Steps requiring skill level : List by step number**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |   **Office use only** |

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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 | | | | | | | | | | | | | OHS requirements   * Gloves - tech/riggers * Steel capped boots * Work clothing |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Staff initials**; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | STEPS | ASSISTANCE REQURED | | | | | | | | | | | | |
| **1** | Identifying areas to sweep |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | Get the broom and gloves |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Sweep the rubbish into one pile |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | Get wheelbarrow, dust pan and brush |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | Take equipment to pile of rubbish |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | Put rubbish into the wheelbarrow using dustpan or both hands to scoop up rubbish |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | Go to next area |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | Always return broom to correct place in trailer/ute |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | Assist the crew to unload rubbish from trailer/ute on arrival at landfill |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** | Emptying trailer/ute - raking efficiently, leaves or rubbish when and where required |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** | Recycling where appropriate |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11** | Correct manual handling |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Comments:**

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