|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | |  | |
|  | | | |
| **TASK:** | **Cleaning labels marked with texta** | | **Stage of stages in task** |
| TA: |  | | |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Staff initials**; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | STEPS | ASSISTANCE REQURED | | | | | | | | | | | | |
| **1** | From the tool cupboard, get the box that’s marked cleaning labels |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | Take the box to the work bench |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | Get rubber gloves from tool cupboard |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | Place on bench next to box |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | Get container of labels that needs cleaning. Ask supervisor |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | Put gloves on. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | Open turpentine bottle and pour liquid in the provide bowl to the level shown |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | Dip green scourer into turps |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** | Get label and rub with scourer on writing until it comes off. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** | Put down scourer and pick up red cloth and dry label |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11** | Place clean label in container |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12** | When finished put red cloth out to dry and put items in box back in cupboard |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Comments:**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **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) |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **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.