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| **Name:** |  |
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| **TASK:** | **Sort and pairing** | **Stage 1 of 1 stage in task** |
| TA; | Sorting washed gloves tech & riggers |

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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;Safety Glasses,  | ASSISTANCE REQURED |
| **1** |  Set up- have a clear workspace to arrange gloves. Small cardboard box for placing poor gloves into marked with a red **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | Pick up one glove at a time. Check glove for holes, burns, tears, signs of were and excessive stains. *Pay special attention to area between fingers of gloves* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | If glove fails check, place into box  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | If glove is ok place on work bench. In piles identifying their colour coded wristband e.g. blue, green, grey, yellow, white etc. or by numbered sizing.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | Working from sorted piles, sort into left and right hand gloves on work bench. Palms facing up, thumb pointing out. In the direction of the glove.Therefore the thumb of the right hand glove will point to the right , the left to the left. *If burns, holes etc. are found dispose of into card board box marked with a red X* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | Ensure that the two gloves are similar in colour (faded with faded, new with new etc.)Start pairing by taking one glove from the left pile and one glove from the right pile.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | Placing palms together place paired gloves on table.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | Repeating step **6** place each pair of gloves alternatively head to tail with the thumbs sticking out to one side. Into stacks of 5 pairs. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** | Repeat this process until that pile is completed.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** | Fold the thumb inward and tightly roll glove over it. Secure the gloves with a lacquer band. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11** | Place into a small card board box on shelving with same colour coding. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**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.