

TCPTRAINING

Implement Traffic Control Plans - RISS00041

Practical Assessment Tools

Name: _____

Trainer / Assessor Name: _____

Date: _____

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Practical Assessments (PA)

The practical assessment part of the overall assessment process has been designed to assess competence for this subject to ensure the Learner can demonstrate the required skills and knowledge.

NOTE: It takes approximately two weeks from the time of receiving the evidence from the student to assessing and reviving the outcome from the assessor. Once completion is confirmed, RMS notification is lodged and it takes another 3 weeks for the cards to be delivered to the students' address.

Instructions for Participants

- Prior to the practical assessment you should take time to practice what you have learned during training.
- Take the time to read through the assessment requirement to familiarize yourself with what is required
- The practical assessment must be considered, discussed with your assessor before the assessment begins

Instructions for Assessor

- Please ensure that you have communicated effectively to the participant that they are prepared and ready to carry out the theory assessment.
- Ensure that you have fulfilled all relevant WHS requirements and that all equipment and devices used in the assessment are checked thoroughly.
- Signed assessments MUST be retained with all training records.
- Trainers are to indicate in the appropriate column with a ✓ if participant has answered the question correctly in line with the benchmark answer guide
- Conduct a full facilities checklist to ensure the participant is safe and the correct equipment and resources are used.
- Where practicable during assessment of communication using '2 way radios' participants should be at a distance that reflects the environment and circumstances that the participant may encounter in the workplace
- Trainers are to record their observations on the checklist provided.
- Trainers are to indicate in the appropriate column (Yes) or (No) with a ✓ if participant is has completed the task or demonstrated the required skill
- Trainers comments are MANDATORY if ✓ is placed in 'NO' column

Practical Assessment Checklist				
Communicate in the Workplace – RIICOM201D				
Section 1: Plan and prepare for workplace communication using equipment and systems				
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/ No	Observed on	Assessor comments/ initial
1.1	Accesses, interprets and applies a range of communication site documentation and ensures the work activity is compliant	Y	_ / _ / _	Observed reviewing SOP for Use of Two-Way Radios
1.2	Identifies and can access communication equipment and system components appropriate for the task and environment	Y		Signed out and accepted responsibility of two-way radios
1.3	Establishes and maintains communication with others effectively and continuously	Y		Constant communication with other traffic controllers were observed
1.4	Access and apply communication equipment and systems safety procedures	Y		Observed reviewing SOP for Use of Two-Way Radios
Section 2: Communicate using site equipment and systems				
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/ No	Observed on	Assessor comments/ initial
2.1	Identifies and select the most appropriate method of communication, such as signage, devices, hand signals	Y		Used agreed upon signals when two-way failed.
2.2	Uses communication equipment and systems such as 2 way radios, telephone and non- verbal techniques	Y		Observed using two-way radio
2.3	Acknowledges and responds to communication	Y		Followed correct process for using a two-way radio
2.4	Takes, confirms and passes messages on promptly to the others using appropriate methods	Y		Verbally passed on messages to assessor promptly

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2.5	Passes communications in a clear and concise manner to ensure efficient operations	Y	_/_/_	Information was clear, concise and accurate
2.6	Follow safety procedures, including the passing of reports and observance of local communications and can respond to emergency procedures	Y		Followed Two-way radio and responded to emergencies accordingly
2.7	Can identify and report faults in communication equipment	Y		Could identify how to respond to malfunctioning equipment

Section 3: Carry out face-to-face routine communication

Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/No	Observed on	Assessor comments/ initial
3.1	Speaks clearly and listen carefully to instructions and promotes understanding of all information	Y	_/_/_	Assessor could understand information being disseminated by candidate
3.2	Uses various questioning techniques of workers and confirms the meaning of all information	Y		Questions observed during tool box talks and whilst at the worksite.
3.3	Maintains communication processes with others to assist flow of work activities, ensuring 2 way communication	Y		Effective use of communication observed to increase output
3.4	Uses site approved signaling methods to convey information in the context of traffic control	Y		Site signaling as agreed upon during tool box talk was used
3.5	Participates in discussion to obtain information and clarify meaning using different techniques and methods	Y		Candidate was involved in discussion throughout the assessment process
3.6	Communicates cooperatively and effectively with others to achieve all outcomes and promote a positive approach	Y		Effective communication observed. Worked as a team to achieve required outcomes.

Section 4: Complete written documentation

Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/No	Observed on	Assessor comments/ initial
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4.1	Completes written documentation clearly, concisely and on time and checks for that it is correct and accurate	Y		Written documentation observed and checked for accuracy.
4.2	Can locate and use approved documents appropriately	Y	—/—/—	Identified relevant SOPs to traffic management and applied them at worksite
4.3	Passes on written information to others and ensures that it is accurate and timely	Y		Written information returned to Assessor which was accurate
Section 5: Workplace health and safety				
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/ No	Observed on	Assessor comments/ initial
5.1	Identifies and uses the appropriate WHS documentation	Y		Identified relevant SOPs to traffic management and applied them at worksite
5.2	Follows all instructions provided by supervisor to ensure a safe workplace.	Y	—/—/—	Identified relevant SOPs to traffic management and applied them at worksite
5.3	Uses all equipment and devices safely	Y		Safely used allocated P.P.E, signs, devices, tools and equipment
5.4	Understand and follows emergency procedures.	Y		Completed simulation exercises for possible emergency situations

Practical Assessment Checklist			
Work safely and follow WHS policies and procedures – RIIWHS201D			
Section 1: Access and apply site safety procedures			
Skill shown by candidate in accordance with relevant site policies, procedures and documentation	Yes/ No	Observed on	Assessor comments/ initial
1.1 Identify the workplace health and safety legislation that applies, demonstrate where you can access these documents and outline your primary responsibilities as a candidate under the legislation. Demonstrate that you are compliant with these duties in the conduct of your work activities.	Y	___/___/___	Candidate could explain three 'worker' responsibilities under the WHS Act 2011.
1.2 Demonstrates that you can locate any safe work method statements [SWMS] (or equivalents) that apply to your work and demonstrate that your work on site takes place in accordance with these SWMS.	Y		Candidate read and could interpret a SWMS.
1.3 Demonstrate isolation procedures including tagging, according to site procedures	Y		Candidate could explain the isolation methods and was shown a tagging process.
1.4 Locate destinations/areas within the site by interpreting and applying site plans (such as a traffic control guidance plan), transport rules and signage	Y		Candidate was able to read a plan and identify where they should be located.
1.5 Identifies breaches in site safety and, within the authority of your job role, take action (either through directly rectifying the breach or reporting the breach) to rectify the breach.	Y		Candidate identified breaches and reported them accordingly
1.6 Locates a range of safety information on your site, including: <ul style="list-style-type: none"> • Traffic Management Plans and Traffic Guidance Schemes • Hazardous Substances procedures • Safety Data Sheets (SDS) • The site's drug and alcohol policy • Manufacturer's specifications and guidelines for any plant and/or equipment that you use on site 	Y		Candidate located SOPs/SWMS in the traffic ute and could interpret them.

Section 2: Apply personal safety measure				
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/ No	Observed on	Assessor comments/ initial
2.1	Selects appropriate PPE for specific work activities, take steps to care for this equipment and ensure that the equipment is worn or used correctly.	Y	_/_/_/___	P.P.E was worn correctly and well maintained
2.2	Contributes to the establishment and maintenance of a clean, tidy and safe working area in the completion of your work activities.	Y		Candidate was observed working in a clean, safe and tidy manner.
2.3	Obtains all relevant permits to work for the completion of work activities.	Y		Candidate was issued the permit to conduct work and occupy the road.
2.4	Moves an object or load using appropriate safe lifting techniques.	Y		Manual handling techniques were observed when packing the ute.
2.5	Uses mechanical lifting technologies correctly to safely lift and/or move objects or loads.	Y		Vehicle was used to move equipment, signage and devices around the worksite
2.6	Locates the specific SWMS (or equivalents) for high-risk work on site, including: <ul style="list-style-type: none"> • Work at heights • Work in confined space • Any work that involves interaction with moving traffic • Your work practices must reflect that you have adhered to these documents. 	Y		Candidate observed interpreting SOPs / SWMS and applying them in the workplace
Section 3: Apply operational safety measures				
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/ No	Observed on	Assessor comments/ initial
3.1	Locates any alarms or warning systems that are present on your site. Locate any emergency or evacuation routes on your site, as well as your own emergency muster point. Describe to your assessor your personal responsibilities in the event of an emergency.	Y	_/_/_/___	Candidate was involved in an Emergency Evacuation as simulated assessment

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3.2	Demonstrates the ability to respond appropriately and safely to alarms, in accordance with site emergency procedures.	Y		Candidate was involved in an Emergency Evacuation as simulated assessment
3.3	Locates the firefighting equipment for your work area and demonstrate the correct use of this equipment. Firefighting equipment could include: Fire extinguishers Hose reels Fire blanket	Y		Candidate could identify location of a Dry Chemical Fire Extinguisher and demonstrated how to use it on a vehicle with a fire under the hood.
3.4	Participates in procedures for the workplace management of others, including consultation, being a safety representative, participating in safety committees or in dispute resolution.	Y		Candidate discussed consultative measures in the workplace and how to report information to the nominated Health and Safety Rep.
3.5	Demonstrates the ability to recognise biological effects (such as fatigue, stress and exposure to extreme heat or cold) and, where appropriate, take action to ensure health and safety.	Y		Candidate could explain how to minimise the effects of fatigue and applied the relevant SOP.
Section 4: Maintain personal well being				
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/ No	Observed on	Assessor comments/ initial
4.1	Explains site policies in relation to smoking, alcohol and drug use and demonstrate that your activities on site are compliant with these requirements.	Y		Candidate can explain the policies for smoking, alcohol, drugs and medication.
4.2	Explains the site requirements for <i>Fitness for Work</i> at your site and demonstrate that your activities on site are compliant with these requirements.	Y		Candidate explained what is required to maintain fitness whilst at work in accordance with available SOPs.
4.3	In accordance with your duties under workplace health and safety legislation, demonstrate you have identified risks to your own personal wellbeing and have taken measures to prevent personal harm or loss as a result of those risks.	Y	___/___/___	Candidate was able to identify risks to themselves and others
4.4	Demonstrates the ability to identify situations that might endanger the health and safety of others and, within the bounds of your authority, take action to address these situations (through direct action and/or	Y		Candidate applied control measures and reported the risks to the team leader

	through reporting the situation to appropriate personnel).			
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Section 5: Identify and report incidents

Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/ No	Observed on	Assessor comments/ initial
5.1	Completes an incident and/or injury report, in accordance with site policies and procedures	Y	___/___/___	Completed an incident report in the class activities and contributed to a verbal debrief of an incident
5.2	In the event of an incident, contribute to and participate in an incident investigation. Describe your obligations and responsibilities during incident investigations.	Y		Contributed to an investigation and recording information via their personal media device.
5.3	Locates and interpret the site's injury and incident statistics	Y		No site statistics located however candidate could explain the benefit of them and the purpose.

Section 6: Workplace health and safety

Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/ No	Observed on	Trainer comments/ initial
6.1	Identifies and uses the appropriate WHS documentation	Y	___/___/___	Applied WHS SOPs in the workplace.
6.2	Follows all instructions provided by supervisor to ensure a safe workplace.	Y		Complied with workplace instructions and tool box talk
6.3	Uses all equipment and devices safely	Y		Used equipment and devices as instructed
6.4	Understand and follows emergency procedures.	Y		Followed emergency procedures as per trained

Section 7: Communication general

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Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/ No	Observed on	Trainer comments/ initial
7.1	Listens to all instructions and information provided by other traffic controllers and assessor	Y		Observed paying attention and following instructions of other traffic controllers.
7.2	Has the ability and can ask appropriate questions to fulfil all duties	Y	___/___/___	Candidate asked questions during tool box talk and upon completion of assessments for clarity.
7.3	Has the ability and does communicate effectively to the road users	Y		Observed using effective non-verbal communication with road users
7.4	Has the ability and checks for understanding when given instruction	Y	___/___/___	Candidate asked questions during tool box talk and upon completion of assessments for clarity.
7.5	Has the ability and can use non-verbal forms of communication to fulfil all duties	Y		Observed using effective non-verbal communication with road users and other traffic controllers

Practical Assessment Checklist

Implement Traffic Control Plans – RIIWHS302D

Section 1: Plan and Prepare

Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/ No	Observed on	Assessor comments/ initial
1.1	Locates the traffic management documentation that applies to work activities, which could include: <ul style="list-style-type: none"> The relevant standards for traffic management The relevant guidelines for traffic controllers Traffic management plans Traffic control guidance plans The candidate's work activities should demonstrate compliance with these documents. 	Y	_/_/_/_	Candidate referred to SOPs/SWMS/TCPs for information to apply to work.
1.2	Clarifies all work instructions, such as those contained in a traffic management plan, with appropriate personnel	Y		Candidate clarified work activities at tool box talk and induction
1.3	Uses the risk assessment contained in the traffic management plan and conducts own site risk assessment to identify risks and hazards at the work site. Identifies any environmental issues at the site and implements appropriate control measures.	Y		Candidate complete site risk assessment to identify risks relevant to worksite and environment
1.4	Selects and correctly wears personal protective equipment appropriate for the work activity and ensure that PPE is in serviceable condition prior to use.	Y		Candidate wore P.P.E according to workplace SOPs
1.5	Identifies, obtains and implements traffic control signage and devices, in accordance with the traffic management plan, traffic control guidance plan(s)	Y		Traffic control equipment, signage and devices were erected according to TCP
1.6	Appropriately selects tools and equipment to carry out tasks and checks tools and equipment for faults prior to use	Y		Equipment was checked for faults and any identified were dealt with according to SOPs

1.7	Applies environmental protection requirements for the site	Y		EMP was complied with, food waste was removed, recycling bins utilised
1.8	Conducts accreditation checks on all traffic controllers to ensure currency.	Y		Accreditation checks were done and verified
1.9	Effectively communicates traffic flow requirements to traffic controllers.	Y		Traffic controllers were advised of the traffic flow and anticipated changes

Section 2: Set out Guidance scheme

Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/No	Observed on	Assessor comments/ initial
2.1	Selects traffic guidance scheme to suit site conditions (where applicable)	Y	_/_/_/_	Used TCP plan allocated to the worksite
2.2	Determines and ensures adherence to work schedules	Y		Work schedules were followed and efforts made to reduce costs
2.3	Ensures signs and devices are correctly positioned on the approaches to the work area	Y		Inspection conducted in vehicle before, during and after work site was erected/closed down.
2.4	Ensures that signs and devices are positioned and displayed on each approach	Y		Inspection conducted in vehicle before, during and after work site was erected/closed down.
2.5	Ensure signs and devices are positioned and displayed laterally	Y		Inspection conducted in vehicle before, during and after work site was erected/closed down.
2.6	Ensures traffic is controlled effectively to protect the work crew	Y		Worksite was continually monitored for work crew safety
2.7	Conducts a drive through and completes checklist once the guidance scheme is set out	Y		Inspection conducted in vehicle before, during and after work site was erected/closed down.

Section 3: Operate communication devices

Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/No	Observed on	Trainer comments/ initial
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3.1	Monitors traffic flow on site and makes informed determinations about the effectiveness of the traffic guidance scheme	Y		Worksite was monitored and candidate questioned if TCP was effective
3.2	Monitors work activities and provides guidance to adjust scheme where required, in accordance with relevant site policies, procedures and documentation	Y	___/___/___	Worksites worked efficiently however candidate provided information on how to pack more effectively
3.3	Describes, explains and applies the policies and procedures for dealing with traffic controllers who fail to adhere to site policies, procedures and documentation for controlling traffic	Y	___/___/___	Explained what should happen if a site SOPs breach occurs
3.4	Deals with offending motorists	Y		Candidate dealt with an offending motorist. Reports completed (verbally) and escalated to Supervisor.
Section 4: Close Down				
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/No	Observed on	Trainer comments/ initial
4.1	Ensures that traffic is controlled to protect work crew involved in the removal of traffic control signs and devices	Y		Safety vehicle used and Traffic Controller to protect crew
4.2	Ensures that the removal of signs and devices takes place in a sequence that provides motorists and other road users with maximum warning about workers and the work site	Y	___/___/___	Multiple methods of removing signage was used including alternative methods to reverse sequence
4.3	Ensures guidance scheme details are recorded and reported as required	Y		Candidate recorded TCP information in logbook
4.4	Ensure incidents are recorded and reported as required	Y		Candidate completed verbal reports and escalation
Section 5: Clean Up				
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/No	Observed on	Trainer comments/ initial
5.1	Ensures the work area is cleared	Y	___/___/___	Worksite was cleaned up according to EMP

5.2	Ensure all tools and equipment are cleaned, checked, maintained and stored after work activities	Y	___/___/___	Signage, devices, tools were cleaned and stored correctly
Section 6: Workplace health and safety				
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/No	Observed on	Trainer comments/ initial
7.1	Identifies and uses the appropriate WHS documentation	Y	___/___/___	WHS documentation complied with and applied to worksite
7.2	Follows all instructions provided by supervisor to ensure a safe workplace.	Y		Instructions received at tool box talk and induction followed
7.3	Uses all equipment and devices safely	Y		All devices and equipment used according to SOPs
7.4	Understand and follows emergency procedures.	Y		Emergency procedures complied with
Section 8: Communication general				
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		Yes/No	Observed on	Trainer comments/ initial
8.1	Listens to all instructions and information provided by colleagues and assessor	Y	___/___/___	Instructions received at tool box talk and induction followed
8.2	Has the ability and can ask appropriate questions to fulfil all duties	Y		Candidate able to ask and confirm questions to fulfil duties
8.3	Has the ability and does communicate effectively to all stakeholders	Y		Stakeholders involved in the worksite were communicated with effectively
8.4	Has the ability and checks for understanding when given instruction	Y		Instructions received at tool box talk and induction followed. Clarification was sought on information the candidate was unsure of.

Practical Assessment Outcome

Satisfactory Not Satisfactory

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Candidate Signature:	Assessor Signature:
Comments	Comments:

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Workplace Samples				
Examples		Assessor Observed Yes/No	Document attached Yes/No	Initial/Comment
a)	Incident Forms	YES	YES	Incident report done as activity on-the-job.
b)	Safe Work Method Statements Tool Box Talks	YES	YES	SWMS completed for Traffic Control related duties Tool Box Talk conducted with site induction
c)	Signed Traffic Guidance Schemes	YES	YES	Signed certified traffic control plans submitted
d)	Completed Log Books	YES	YES	Completed on-the-job during assessment day
e)	Job Dockets	YES	YES	Completed on-the-job during assessment day
f)	Signage Inspections	YES	YES	Completed on-the-job during assessment day
g)	Completed Safety checklists	YES	YES	Completed on-the-job during assessment day
h)	Completed Equipment checklists	YES	YES	Equipment inventory check completed for worksite
i)	Relevant Permits / ROLS	YES	YES	Available on request. Kept on electronic file
j)	Site Operating Procedures: Manual Handling Procedures Communication Procedures UV Radiation Violence and Aggression	YES	YES	Discussed and candidate signed as read
k)	Photographic/video evidence of tasks performed	YES	YES	Photos taken and kept on electronic file of activities performed throughout the day

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Assessment result sheet			
Name of Candidate			
Name of Assessor		Date	
Type of assessment	Satisfactory	Unsatisfactory	
Activities (A)	<input type="checkbox"/>	<input type="checkbox"/>	
Theory questionnaire (TQ)	<input type="checkbox"/>	<input type="checkbox"/>	
Practical assessment (PA)	<input type="checkbox"/>	<input type="checkbox"/>	
3 rd Party (TPR)	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace Samples (WS)	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	
Other assessment requirements	Yes	No	
Does the participant have the required knowledge	<input type="checkbox"/>	<input type="checkbox"/>	
Does the participant have the required skills?	<input type="checkbox"/>	<input type="checkbox"/>	
The assessment was conducted fairly	<input type="checkbox"/>	<input type="checkbox"/>	
Final result	Competent	Not yet competent	
	<input type="checkbox"/>	<input type="checkbox"/>	
Declarations	Signatures		
Candidate declaration: I declare that the answers, activities performed and all works submitted, throughout the assessment process are my own			
Assessor declaration: I confirm the skills and knowledge and all evidence submitted to meets all relevant rules of evidence and meets the requirements for this course			
Feedback Candidate			