
Traffic Controller

RIISS00044

Practical Assessment Tools

Name:

Trainer / Assessor Name:

Date:

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 can take 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 familiarise 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 if participant has met the knowledge and/or skills in line with the benchmark answer guide
- Conduct a 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 a 'NO' is indicated in any 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	
1.1	Accesses, interprets and applies a range of communication site documentation and ensures the work activity is compliant
1.2	Identifies and can access communication equipment and system components appropriate for the task and environment
1.3	Establishes and maintains communication with others effectively and continuously
1.4	Access and apply communication equipment and systems safety procedures
Section 2: Communicate using site equipment and systems	
Skill shown by candidate in accordance with relevant site policies, procedures and documentation	
2.1	Identifies and select the most appropriate method of communication, such as signage, devices, hand signals
2.2	Uses communication equipment and systems such as 2 way radios, telephone and non- verbal techniques
2.3	Acknowledges and responds to communication
2.4	Takes, confirms and passes messages on promptly to the others using appropriate methods
2.5	Passes communications in a clear and concise manner to ensure efficient operations
2.6	Follow safety procedures, including the passing of reports and observance of local communications and can respond to emergency procedures
2.7	Can identify and report faults in communication equipment
Section 3: Carry out face-to-face routine communication	
Skill shown by candidate in accordance with relevant site policies, procedures and documentation	
3.1	Speaks clearly and listen carefully to instructions and promotes understanding of all information
3.2	Uses various questioning techniques of workers and confirms the meaning of all information

3.3	Maintains communication processes with others to assist flow of work activities, ensuring 2 way communication				
3.4	Uses site approved signaling methods to convey information in the context of traffic control				
3.5	Participates in discussion to obtain information and clarify meaning using different techniques and methods				
3.6	Communicates cooperatively and effectively with others to achieve all outcomes and promote a positive approach				
Section 4: Complete written documentation					
Skill shown by candidate in accordance with relevant site policies, procedures and documentation					
4.1	Completes written documentation clearly, concisely and on time and checks for that it is correct and accurate				
4.2	Can locate and use approved documents appropriately				
4.3	Passes on written information to others and ensures that it is accurate and timely				
Section 5: Workplace health and safety					
Skill shown by candidate in accordance with relevant site policies, procedures and documentation					
5.1	Identifies and uses the appropriate WHS documentation				
5.2	Follows all instructions provided by supervisor to ensure a safe workplace.				
5.3	Uses all equipment and devices safely				
5.4	Understand and follows emergency procedures.				
Candidate has demonstrated the required skills & knowledge listed in Sections 1- 5 for RIICOM201D					
<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

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	
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.
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.
1.3	Demonstrate isolation procedures including tagging, according to site procedures
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
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.
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
Section 2: Apply personal safety measure	
Skill shown by candidate in accordance with relevant site policies, procedures and documentation	
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.
2.2	Contributes to the establishment and maintenance of a clean, tidy and safe working area in the completion of your work activities.
2.3	Obtains all relevant permits to work for the completion of work activities.
2.4	Moves an object or load using appropriate safe lifting techniques.
2.5	Uses mechanical lifting technologies correctly to safely lift and/or move objects or loads.
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

	<ul style="list-style-type: none"> Any work that involves interaction with moving traffic Your work practices must reflect that you have adhered to these documents.
Section 3: Apply operational safety measures	
Skill shown by candidate in accordance with relevant site policies, procedures and documentation	
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.
3.2	Demonstrates the ability to respond appropriately and safely to alarms, in accordance with site emergency procedures.
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
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.
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.
Section 4: Maintain personal wellbeing	
Skill shown by candidate in accordance with relevant site policies, procedures and documentation	
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.
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.
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.
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 through reporting the situation to appropriate personnel).
Section 5: Identify and report incidents	
Skill shown by candidate in accordance with relevant site policies, procedures and documentation	
5.1	Completes an incident and/or injury report, in accordance with site policies and procedures
5.2	In the event of an incident, contribute to and participate in an incident investigation. Describe your obligations and responsibilities during incident investigations.

5.3	Locates and interpret the site's injury and incident statistics	
Section 6: Workplace health and safety		
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		
6.1	Identifies and uses the appropriate WHS documentation	
6.2	Follows all instructions provided by supervisor to ensure a safe workplace.	
6.3	Uses all equipment and devices safely	
6.4	Understand and follows emergency procedures.	
Section 7: Communication general		
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		
7.1	Listens to all instructions and information provided by other traffic controllers and assessor	
7.2	Has the ability and can ask appropriate questions to fulfil all duties	
7.3	Has the ability and does communicate effectively to the road users	
7.4	Has the ability and checks for understanding when given instruction	
7.5	Has the ability and can use non-verbal forms of communication to fulfil all duties	
Candidate has demonstrated the required skills & knowledge listed in Sections 1-7 for RIIWHS201D		Yes <input type="checkbox"/> No <input type="checkbox"/>

Practical Assessment Checklist (PA)	
Control Traffic with a Stop / Slow Bat – RIIWHS205D	
Section 1: Plan and Prepare	
Skill shown by candidate in accordance with relevant site policies, procedures and documentation	
1.1	Accesses the procedures and other relevant documentation that relate to the site's traffic plan and explains the impact of these on site operations
1.2	Confirms those work instructions with the appropriate site personnel and clarifies with those personnel, what work is required under the instructions. Carries out work in accordance with the work instructions and any advice provided by the appropriate site personnel.
1.3	Confirms what is required by the safety instructions with the appropriate site personnel and clarifies understanding of the requirements with those personnel. Carries out work in accordance with the safety requirements and any advice provided by the appropriate site personnel
1.4	Identifies the range of signs and devices that are used on site, demonstrates where they are stored/located and demonstrates their correct use during work activities
1.5	Selects and checks the appropriate tools and equipment needed. During this process, conduct checks for serviceability and, where required, rectifying or reporting any faults
	Wears appropriate personal protective equipment such as high visibility vest and footwear
1.6	Identifies and confirms and can apply relevant environment protection requirements
Section 2: Control traffic	
Skill shown by candidate in accordance with relevant site policies, procedures and documentation	
2.1	EITHER correctly position temporary traffic signs and barriers in accordance with the site traffic management plan OR confirm that any pre-positioned temporary traffic signs and barriers meet the requirements of the site traffic management plan
2.2	Directs traffic correctly
	Waits for suitable break in the traffic
2.3	Controls all vehicles and pedestrians safely
Watches the approaching traffic and is aware of the general traffic situation at all times.	

	Chooses a vehicle which will be the last to proceed and one that will be the first to stop
	Stop/Slow bat always faces the approaching traffic
	Waits for the last vehicle to get close enough to pass then turns the bat to STOP
	Makes sure that the lead car can clearly see that it is expected to stop and does not have to break suddenly before it reaches the controller
	Faces approaching traffic adjusting position so that the approaching vehicles can always see the controller
2.4	Monitors the traffic and makes adjustments for changing conditions and then positions waiting vehicle
2.5	Uses hand held Stop/Slow bats correctly and safely
2.6	Uses visibly clear and unobstructed hand signals
	Indicated clearly to vehicle chosen to stop, that it is to stop (via a hand signal)
2.7	Has the ability to report traffic offenders
Section 3: Operate communication devices	
Skill shown by candidate in accordance with relevant site policies, procedures and documentation	
3.1	Can adjust communication device controls for optimum reception/ transmission
3.2	Knows how to operate the radio correctly
3.3	Can transmit messages clearly and concisely
	<ul style="list-style-type: none"> • Speaks clearly
	<ul style="list-style-type: none"> • Information is received and confirmed by other traffic controller or supervisor
3.4	Can maintain communication device power supply
3.5	Checks communication contact after nominated period of non-contact
3.6	Stops traffic with correct hand signal

SLOW to STOP

Using two-way radio the controller states on the radio:

- “My vehicles now stopped”
- “Last vehicle is a” mentions colour, registration and make of vehicle **ONLY** after vehicle has stopped.

STOP to SLOW

Using two-way radio, the controller states on the radio”

- “My vehicles now on their way”
- “Last vehicle is a” mentions colour, registration and make of vehicle (**NOT COMPULSORY**)

Section 4: Clean up

Skill shown by candidate in accordance with relevant site policies, procedures and documentation

4.1	If applicable, removes or covers signs and devices sequentially to warn motorists during shut down
4.2	If applicable, cleans and check, maintains and stores tools and equipment

Section 5: Starting traffic flow (with no radio)

Skill shown by candidate in accordance with relevant site policies, procedures and documentation

5.1	Checks that the other controllers bat shows STOP
5.2	Checks that all opposing traffic has passed through the work area and gone past the controller
5.3	Checks that there are no machines or trucks on the traffic lane or about to leave or enter into it.
5.4	Moves off the road to a safe location
5.5	Turns the bat to ‘SLOW’ and motions by hand for the traffic to proceed and continues to signal ‘SLOW’ as required

Section 6: Emergency escape route		
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		
6.1	Is able to indicate their escape route if a vehicle is likely to hit them after ignoring their direction to stop	
6.2	Can explain the different types of emergency situations that can occur.	
Section 7: Workplace health and safety		
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		
7.1	Identifies and uses the appropriate WHS documentation	
7.2	Follows all instructions provided by supervisor to ensure a safe workplace.	
7.3	Uses all equipment and devices safely	
7.4	Understand and follows emergency procedures.	
Section 8: Communication general		
Skill shown by candidate in accordance with relevant site policies, procedures and documentation		
8.1	Listens to all instructions and information provided by other traffic controllers and assessor	
8.2	Has the ability and can ask appropriate questions to fulfil all duties	
8.3	Has the ability and does communicate effectively to the road user	
8.4	Has the ability and checks for understanding when given instruction	
8.5	Has the ability and can use non-verbal forms of communication to fulfil all duties	
Candidate has demonstrated the required skills & knowledge listed in Sections 1- 8 for RIIWHS205D		Yes <input type="checkbox"/> No <input type="checkbox"/>

Practical Assessment Outcome	
Satisfactory <input type="checkbox"/>	Not Satisfactory <input type="checkbox"/>
Date:	Assessor Signature:

Workplace Samples

Indirect evidence is anything reflecting the value of work produced by the applicant or other evidence about the applicant or the role that confirms the applicant's ability to perform in the context of the competencies for which the applicant is seeking credit. Examples of workplace documents that can provide indirect evidence include:

Examples	Assessor Observed Yes/No	Document attached Yes/No
a) Incident Forms		
b) Safe Work Method Statements		
c) Tool Box Talks		
d) Completed Log Books		
e) Job Dockets		
f) Signage Inspections		
g) Safety checklists		
h) Equipment checklists		
i) Relevant Permits / ROLS		
j) Site Operating Procedures		
k) Photographic/video evidence of tasks performed		

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 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			