



## Traffic Controller Skill Set

**RIISS00044**

## Self-Evaluation Form

**Learner Name:** \_\_\_\_\_

**Trainer / Assessor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Instructions:

The candidate must complete this document after each TCP or at the end of the day to determine that they can show a consistent achievement of required outcomes and must confirm consistent performance can be applied in a range of relevant workplace circumstances.

The candidate should read each performance criteria and tick where they believe they are capable of performing the task. At the end of all assessments over the day the candidate must be able to demonstrate they can complete all performance criteria in order to be deemed competent in the qualification.

See example below:

List of activities completed by the Learner in the workplace. <b>Communicate in the Workplace – RIICOM201D</b>	TCP #01	TCP #02	TCP #03
I know where the site safety procedures are located and comply with them when completing job tasks to ensure compliance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I can identify and access communication equipment and system components	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I can establish and maintain communication with others	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I can access and apply communication equipment and systems and safety procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I can identify and select the most appropriate method of communication for the work environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This example shows that initially the candidate was unable to identify and access communication equipment or identify and select the appropriate method of communication, however on the second assessment they could and that was maintained until the final assessment. Your self-evaluation should follow this same principle. See pages 5-7 for each Section criteria.

List of activities completed by the Learner in the workplace. <b>Communicate in the Workplace – RIICOM201D</b>	TCP #01	TCP #02	TCP #03
Section 1: Plan and prepare for workplace communication using equipment and systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 2: Communicate using site equipment and systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 3: Carry out face-to-face routine communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 4: Complete written documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 5: Follow & understand Workplace health and safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of activities completed by the Learner in the workplace. <b>Work safely and follow WHS policies and procedures – RIIWHS201D</b>	TCP #01	TCP #02	TCP #03
Section 1: Access and apply site safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 2: Apply personal safety measure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 3: Apply operational safety measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 4: Maintain personal wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 5: Identify and report incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 6: Follow & understand Workplace health and safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 7: Ability to listen & communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of activities completed by the Learner in the workplace. <b>Control Traffic with a Stop/Slow Bat – RIIWHS205D</b>	TCP #01	TCP #02	TCP #03
Section 1: Plan and Prepare for work <ul style="list-style-type: none"> <li>- use &amp; identify required PPE</li> <li>- identify signs and equipment required</li> <li>- take instructions to carry out work safely</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# TCP TRAINING

<b>Section 2: Control traffic</b> -direct traffic safely with Stop/Slow Bat -control vehicle & pedestrians safely -monitors traffic & adjusts appropriately to changes in conditions & surroundings -ensure SSB positioned towards approaching traffic -use clear, visible hand signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 3: Operate communication devices clearly &amp; correctly</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 4: Clean, store equipment upon site closure</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 5: Starting traffic flow (with no radio)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 6: Can indicate their Emergency escape route &amp; aware of emergency types</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 7: Follow &amp; adhere to Workplace health and safety procedures</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 8: Ability to listen &amp; communicate effectively with public and co-workers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I confirm the information provided is true and accurate to the best of my knowledge.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Signature:</b>	<b>Date:</b>		

# TCP TRAINING

List of activities completed by the Learner in the workplace.

## Communicate in the Workplace – RIICOM201D

I know where the site safety procedures are located and comply with them when completing job tasks to ensure compliance.

I can identify and access communication equipment and system components

I can establish and maintain communication with others

I can access and apply communication equipment and systems and safety procedures

I can identify and select the most appropriate method of communication for the work environment

I can effectively use communication equipment and systems

I can acknowledge and respond to communication

I take, confirm and pass messages on promptly to others

I can communicate to others in a clear and concise manner

I follow safety procedures, including the passing of reports and observance of local communications and emergency procedures

I can identify and report faults with communication equipment

I speak clearly and listen carefully to promote understanding

I ask questions of the audience and confirm meaning of information

I maintain communication processes with others to assist flow of work activities

I use site approved signaling methods to convey information (hand signals)

I participate in discussion to obtain information and clarify meaning

I communicate cooperatively and effectively with others

I complete written documentation clearly, concisely and on time

I use approved documents and pass on written information to others

I can identify different communication strategies and systems in the workplace

I participate in group discussions and engage with group members respectfully

I can interpret other communications such as flags, lights, signs, bells and whistles.

I can identify faults and deficiencies with communication devices.

I can follow the emergency communication procedures.

I can contribute to and understand the record maintenance policies.

List of activities completed by the Learner in the workplace.

## Work Safely and Follow WHS Policies and Procedures – RIIWHS201D

I know where the site safety procedures are located and uses them when completing job tasks.

I can isolate machinery, equipment, and plant and immobilise energy sources.

(Turn vehicle on and off, disable power to arrow board, disconnect electricity leads)

I can follow site plans and understand the symbols and information on them.

I can identify and act on safety breaches in the workplace.

I can select and wear appropriate P.P.E / P.P.C and maintain it to organisation requirements.

I keep work areas clean and safe from potential hazards

I can obtain the relevant permits and clearances for specialised work to be carried out.

I understand and follow safe manual handling practices.
I can identify and apply procedures relating to high-risk activities.
I can recognise alarms and can respond accordingly.
I can identify the responsibilities associated with emergencies.
I can apply basic firefighting principles.
I can identify emergency escape routes and procedures.
I can identify personal risks to my wellbeing and recognise preventative strategies.
I can identify, act on, and report situations which may endanger others.
I can explain the requirements for fitness for duty.
I comply with all work health and safety policies including smoking, alcohol and drug use.
I can recognise and communicate incident and injury statistics.
I can report and prepare written records of incidents and injuries.
I contribute to and participate in incident investigations.
I listen to WHS instructions, clarify information and comply with reasonable requests associated with WHS policies and procedures.
I can report safety issues to the relevant workers/management within the organisation.
I can determine the safety requirements for equipment, plant, machinery and hazardous substances on site.
I can read and comply with Safety Data Sheets and apply site safety requirements and procedures.
I can identify unsafe manual handling practices and apply safer alternative methods.
I participate in WHS consultation in the workplace with fellow workers and management.
I understand the effects of stress, fatigue, heat stress and hypothermia on the body and put methods in place to minimise personal harm.
I am aware I cannot use alcohol or narcotics at work and complies with the relevant workplace polices.
I can use emergency equipment including fire extinguishers, fire blankets, hoses, alarm systems and first aid equipment.
List of activities completed by the Learner in the workplace.
<b>Control Traffic with Stop Slow Bat – RIIWHS205D</b>
I can access, interpret and apply site traffic plan procedures and ensure the work activity is compliant
I can obtain, confirm, clarify and apply work instructions
I can obtain, confirm, clarify and apply safety requirements
I can identify, obtain and implement signage and devices
I can select tools and equipment, check for serviceability and rectify or report and faults
I can Identify, confirm, clarify and apply environmental protection requirements
I can position or confirm temporary traffic signs and barriers
I can direct and control traffic safely and to industry standard
I can control vehicles and pedestrian traffic and ensure their safety
I can monitor traffic, make adjustments for changing conditions & position waiting vehicles for smooth traffic flow
I can use hand held stop/slow bats
I can use visibly clear and unobstructed hand signals
I can Report traffic offenders

# TCP TRAINING

I can adjust communication device controls for optimum reception/transmission results
I can transmit messages clearly and concisely
I can maintain communication device power supply
I can check communications contact after nominated period of non-contact
I can remove or cover signs and devices sequentially to provide warning to motorists during shutdown
I can clean, check, maintain and store tools and equipment
I can follow site and equipment safety requirements
I can determine equipment types, characteristics, technical capabilities and limitations
I can explain operational and maintenance procedures for equipment
I can describe and understand the effects of travel speed and vehicle mass on stopping distances
I can interpret and implement safe work method statement
I can comply with Traffic Control Plans