

THIRD PARTY REPORT GUIDELINES / EVIDENCE GATHERING

Instructions to the Candidate and Supervisor

- You must observe the candidate using only the approved practical assessment documents.
- Sharp5 is required to gather and assess evidence of the candidates
- The Third Party Report should be completed by a supervisor, employer or someone with appropriate working at heights experience who directly observes and comments on the candidate's application and demonstration of the relevant skills and knowledge while performing a range of tasks in the work environment. In this form, such a person is called the 'Supervisor'.
- The Supervisor should not be a relative, close friend or someone who could have a conflict of interest.
- If the Supervisor believes the candidate needs to further develop their skills, please make the appropriate comments on this form.
- Sharp5 may contact the Supervisor (by phone) to clarify the contents of the Third Party Report. Where this is necessary, the Unit of Competency will not be issued until this has occurred.
- Once completed, forward the document to Sharp5 by either:

Email: admin@sharp5.com.au

Post: PO Box 666 Mackay QLD 4740

Important: This step is a mandatory part of the assessment process for this Unit of Competency. Sharp5 will use the information in this report as well as online course and assessment questions (which the candidate has already completed on their own) to assess whether the Candidate is competent for this Unit.

Sharp5 cannot finalise completion of this course nor award the Statement of Attainment until the Third Party Report is received and assessed by a Qualified Assessor. Submitting this form does not guarantee issuance of the Statement of Attainment for this Unit. A Qualified Assessor at Sharp5 will review it to deem competence. Sharp5's Assessor will contact the candidate if further actions or evidence are required to deem competence for the Unit of Competency.

Version No.	Date Issued	Last reviewed/updated	No of pages	Author
1	27/01/2022	27/01/2022	Page 1 of 9	GJ

Name of Candidate	
RTO:	Sharp5 Industry Training RTO #40478
Unit(s) of competency	RIIWHS202E Work safely at heights

Name of Supervisor		
How long have you known the candidate?		
Workplace name and address		
Supervisors job title		
Daytime phone number		
What is your relationship with the candidate?	Employer	
	Manager/Supervisor	
	Colleague	

INSTRUCTIONS TO SUPERVISOR

You will need to observe the candidate on at least two different occasions complete work safely at heights tasks. Complete the below checklist by confirming Yes (Y) or No (N) when they are completing the tasks to record that you identified them correctly demonstrating each task to the criteria listed.

N.B. the criteria listed has been expanded and a variety of observable actions, skill and or knowledge have been provided, not all of these will apply to all occasions, so you must only identify those you have observed and or you may add your own if they are not listed here in the section listed 'other'.

You must only record what you have observed and you may circle or write at each criteria if that is necessary to provide an accurate representation of the observed tasks.

Description of task 1	
Location & Date	
Description of task 2	
Location & Date	

Third Party Observation

Element 1. Identify Work Requirements		Task 1	Task2
1.1	Obtain, interpret and confirm work requirements	Y/N	Y/N
Participate in pre work briefing			
Other			
1.2	Access, interpret and apply documentation required to work safely at heights	Y/N	Y/N
Access Working at Heights SOP - Procedure			
Other			
1.3	Identify and address potential risks, hazards and environmental issues, and implement control measures according to workplace procedures	Y/N	Y/N
Identify all potential risks and hazards by risk assessment:			
Complete Risk Assessment (evidence attached)			
Other			
1.4	Inspect worksite to determine layout and physical condition, condition of structures and equipment requirements	Y/N	Y/N
Identify which of the following are appropriate for each task or list others if required			
Explain the condition of structures anchor point of 15 Kn			
Beam Structure			
Pole Structure			
Pylon Structure			
Pipe Structure			
Channel Structure			
RSJ Structure			
Explain controls required under specific weather conditions – circle if relevant			
Rain			
Wind			
Cold			
Heat			
Other			
1.5	Adhere to legislative requirements	Y/N	Y/N
Confirms working at height task with supervisor			
Displays understanding of the task			
Understands the documentation that supports working at heights task			
Develop Working at heights permit			
Refers to relevant legislation – list the relevant legislation here			
Selects and uses protective clothing and equipment requirements			

Use of tools and equipment associated with the task		
Identify workplace environment and safety requirements		
Identify methods for handling of materials		
Demonstrate isolation procedures		
Other		

1.6	Select appropriate plant, tools and equipment for the job, inspect the for serviceability and rectify or report any faults prior to commencement of work activities	Y/N	Y/N
	Working at heights rope		
	Grab Devices		
	Full body Harness		
	Static Lanyards		
	Retractable Lanyards		
	Slings		
	Karabiners		
	Static lines		
	Inertia reels		
	Three way recovery blocks		
	Automatic descending devices		
	Working at heights rope		
	Man-u-link		
	Other		
1.7	Select and wear personal protective equipment appropriate for work activities	Y/N	Y/N
	The student selects the identified PPE for the task and fits it correctly		
	Other		
1.8	Obtain and interpret emergency procedures, and be prepared for emergency situations	Y/N	Y/N
	The student explains the emergency response procedure for each activity including reporting pathways		
	Other		

Element 2. Identify work procedures and instructions			
2.1	Consult with relevant personnel to select materials, tools and equipment required for the work activity	Y/N	Y/N
The student selects all tools and equipment appropriate for task			
The student checks all tools and equipment for serviceability			
Other			
2.2	Inspect / install fall protection and perimeter protection equipment	Y/N	Y/N
The student identifies and inspects all fall arrest equipment required for the task			
Other			
2.3	Identify approved methods of moving tools and equipment to work area according to workplace procedures	Y/N	Y/N
The student identifies various load shifting devices appropriate for the job			
Other			
2.4	Ensure the safety system has been installed according to workplace procedures	Y/N	Y/N
Check Fall Restraint set up			
Check Static Line set up			
Check Suspension trauma rescue kit			
Other			
2.5	Select and install appropriate signs and barricades according to workplace procedures	Y/N	Y/N
The student selects and installs all required signage and barricades in appropriate areas			
Other			

Element 3. Access and Install Equipment			
3.1	Consult with relevant personnel to ensure anchor fall protection and associated equipment is correctly fitted and adjusted according to workplace procedures	Y/N	Y/N
Pickup harness by D ring			
Ensure Australian Standards tag is inside of harness			
Shoulder straps placed correctly			
Leg straps placed correctly			
Mid section Strap connected correctly			
Adjust all harness straps to correct snug fitting			
Ensure that harness is checked by buddy or workmate			

Ensure harness straps are not twisted or tangled			
Connect harness to suitable anchor point			
Other			
3.2	Ensure all required equipment is installed according to workplace procedures	Y/N	Y/N
How to carryout inspection of the work area.			
Locate and inspect suitable anchor points for fall arrest or fall restraint:			
Inspect work area			
Establish level of protection required			
Other			
3.3	Access work area for people, tools and equipment according to workplace procedures	Y/N	Y/N
Select method to gain access to work area?			
Ladder			
Work platform			
Scissor lift			
Man box			
EWP			
Other			
3.4	Locate tools and material to eliminate or minimise the risk of items being knocked down	Y/N	Y/N
All tools and equipment are secured at all times to prevent falling			
Other			

Element 4. Perform work at heights			
4.1	Check access from ground to work area to ensure it is safe	Y/N	Y/N
The student checks the ground area access and identifies hazards and effective controls			
The student identifies potential overhead hazards and implements effective controls			
Other			
4.2	Keep fall equipment in place and adjusted appropriately for movement during work	Y/N	Y/N
Ensures all buckles are correctly adjusted on harness			
Ensures tagline is connected at all times			
Checks and adjust static line tension if necessary			
Ensure double tag line system is used if required to disconnect			
Other			
4.3	Undertake manual handling of materials and equipment according to workplace procedures	Y/N	Y/N
Used appropriate manual handling tasks			
Shared manual handling tasks			
Raised or lowed tools with handline or basket			
Raised or lowed materials with approved load moving device			

Other			
4.4	Locate materials and equipment ensuring that they are safely secured and distributed according to workplace procedures	Y/N	Y/N
Placed and secured all materials and equipment in suitable locations			
Secured materials away from walkways			
Secured or stacked materials safely using strapping or tie downs			
Ensure work area is accessible to persons working in area			
Other			
4.5	Check safety system periodically for compliance	Y/N	Y/N
Inspects static lines and anchor points for security and effectiveness on a regular basis			
Other			
4.6	Monitor risk control measures to ensure that they are effective and appropriate according to workplace procedures	Y/N	Y/N
Continually monitors that the existing controls are working			
Risk assesses and applies new controls if existing controls are not adequate			
4.7	Reassess risk control measures, as required, in accordance with workplace procedures and undertake alterations	Y/N	Y/N
Inspect drop zone from work area to ensure effectiveness			
Inspect area security from work area for effectiveness			
Other			

Element 5. Clean up work area			
5.1	Consult with relevant personnel to ensure safety system is dismantled and removed according to workplace procedures	Y/N	Y/N
Ensure all personal have completed work as required			
Detach all safety equipment / tag lines etc			
Dismantle and remove all static lines and working at heights equipment			
Secure all equipment/tools			
Other			
5.2	Clear work area and dispose of materials	Y/N	Y/N
Inspect work area			
Remove all equipment and materials			
Place all waste material in designated areas			
Place all recyclable material in designated area			
Other			
5.3	Clean, check, maintain the plant and equipment, inspect for serviceability and rectify or report any faults or issues to relevant personnel	Y/N	Y/N
Place all working at height equipment for inspection			

	Inspect all equipment, checking for any damage or contamination		
	Clean equipment as required		
	Place equipment in correct storage facility or location		
	Place defective equipment in required location		
5.4	Process written maintenance records according to workplace procedures	Y/N	Y/N
	Provide detailed report on defective equipment and tag out as required		
	Complete end of tasks reporting according to workplace procedures		
	Report any issues or outstanding tasks to your supervisor as per workplace procedures		
	Other		

Acknowledgement of completion of Third Party Report Tasks			
<p>I _____ acknowledge that I have directly and individually observed and questioned _____ on all aspects listed in this third party report.</p> <p>I acknowledge the candidate has been observed by me completing the work safely at heights tasks listed that authentically and accurately represents in context the workplace situation.</p>			
Supervisor's signature		Date	
Candidate's name		Date	
Candidate's signature		Date	
Further comments by supervisor (if applicable)			

FOR SHARP5 OFFICE USE ONLY			
Outcome			
Competent			
Not Yet Competent			
Assessor comments (if applicable)			
Assessor Name			
Assessor Signature		Date	