

#### 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:

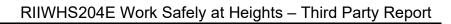
Email: admin@sharp5.com.au

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.

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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 know candidate?	wn the				
Workplace name and ad	ddress				
Supervisors job title					
Daytime phone number					
What is your relationship the candidate?	p with	Employer			
the candidate?		Manager/Supervisor			
		Colleague			
		INSTRUCTIONS TO SUPERVISOR			
tasks. Complete the bel	ow check	didate on at least two different occasions complete work safely list by confirming Yes (Y) or No (N) when they are completing the trectly demonstrating each task to the criteria listed.			
been provided, not all of	f these wil	xpanded and a variety of observable actions, skill and or knowl Il apply to all occasions, so you must only identify those you have ney are not listed here in the section listed 'other'.			
		ave observed and you may circle or write at each criteria if that ation of the observed tasks.	is necessary		
Description of task 1					
Location & Date					
Description of task 2					
Location & Date					

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# 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 structure and equipment requirements	es 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		

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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
Work	ing at heights rope		
Grab	Devices		
Full b	ody Harness		
Static	Lanyards		
Retra	ctable Lanyards		
Slings			
Karab	iners		
Static	lines		
Inerti	a reels		
Three	way recovery blocks		
Autor	natic descending devices		
Work	ing at heights rope		
Man-	u-link		
Other			
1.7	Select and wear personal protective equipment appropriate for work activities	Y/N	Y/N
The s	tudent 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 s	tudent explains the emergency response procedure for each activity including reporting vays		
Other			

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Elem	ent 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 s	tudent selects all tools and equipment appropriate for task		
The s	tudent checks all tools and equipment for serviceability		
Othe			
2.2	Inspect / install fall protection and perimeter protection equipment	Y/N	Y/N
The s	tudent identifies and inspects all fall arrest equipment required for the task		
Othe	-		
2.3	Identify approved methods of moving tools and equipment to work area according to workplace procedures	Y/N	Y/N
The s	tudent identifies various load shifting devices appropriate for the job		
Othe	•		
2.4	Ensure the safety system has been installed according to workplace procedures	Y/N	Y/N
Checl	Fall Restraint set up		
Checl	s Static Line set up		
Checl	Suspension trauma rescue kit		
Othe			
2.5	Select and install appropriate signs and barricades according to workplace procedures	Y/N	Y/N
The s	tudent selects and installs all required signage and barricades in appropriate areas		
Othe			
I			I

Elem	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			
Pick	up harness by D ring					
Ensu	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						
Ensu	re that harness is checked by buddy or workmate					

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Ensu	re harness straps are not twisted or tangled		
Coni	nect harness to suitable anchor point		
Othe	er		
3.2	Ensure all required equipment is installed according to workplace procedures	Y/N	Y/N
How	to carryout inspection of the work area.		
Loca	te and inspect suitable anchor points for fall arrest or fall restraint:		
Inspe	ect work area		
Estal	olish level of protection required		
Othe	r		
3.3	Access work area for people, tools and equipment according to workplace procedures	Y/N	Y/N
Selec	t method to gain access to work area?		
Ladd	er		
Worl	c platform		
Sciss	or lift		
Man	box		
EWP			
Othe	r		
3.4	Locate tools and material to eliminate or minimise the risk of items being knocked down	Y/N	Y/N
All to	ools and equipment are secured at all times to prevent falling		
Othe	r		

Elem	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			
Othe	r			
4.2	Keep fall equipment in place and adjusted appropriately for movement during work	Y/N	Y/N	
Ensu	res all buckles are correctly adjusted on harness			
Ensu	res tagline is connected at all times			
Chec	ks and adjust static line tension if necessary			
Ensu	re double tag line system is used if required to disconnect			
Othe	r			
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				
Raise	ed or lowed tools with handline or basket			
Raise	ed or lowed materials with approved load moving device			

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r		
Locate materials and equipment ensuring that they are safely secured and distributed according to workplace procedures	Y/N	Y/N
ed and secured all materials and equipment in suitable locations		
red materials away from walkways		
red or stacked materials safely using strapping or tie downs		
re work area is accessible to persons working in area		
r		
Check safety system periodically for compliance	Y/N	Y/N
ects static lines and anchor points for security and effectiveness on a regular basis		
r		
Monitor risk control measures to ensure that they are effective and appropriate according to workplace procedures	Y/N	Y/N
inually monitors that the existing controls are working		
assesses and applies new controls if existing controls are not adequate		
Reassess risk control measures, as required, in accordance with workplace procedures and undertake alterations	Y/N	Y/N
ect drop zone from work area to ensure effectiveness		
ect area security from work area for effectiveness		
r		
	Locate materials and equipment ensuring that they are safely secured and distributed according to workplace procedures and and secured all materials and equipment in suitable locations ared materials away from walkways ared or stacked materials safely using strapping or tie downs are work area is accessible to persons working in area  The Check safety system periodically for compliance acts static lines and anchor points for security and effectiveness on a regular basis  The Monitor risk control measures to ensure that they are effective and appropriate according to workplace procedures according to workplace procedures and applies new controls if existing controls are not adequate  Reassess risk control measures, as required, in accordance with workplace procedures and undertake alterations act drop zone from work area to ensure effectiveness act area security from work area for effectiveness	Locate materials and equipment ensuring that they are safely secured and distributed according to workplace procedures  In add and secured all materials and equipment in suitable locations  In add and secured all materials and equipment in suitable locations  In add and secured all materials and equipment in suitable locations  In add materials away from walkways  In add or stacked materials safely using strapping or tie downs  In a work area is accessible to persons working in area  In add or stacked materials safely using strapping or tie downs  In accessible to persons working in area  In accessible to persons working accessible to persons working in accessible to persons working accesses and appropriate according to workplace procedures  In accessible to persons working accessible to persons working accesses and applies new controls if existing controls are not adequate  In accessible to persons working accessibl

Elem	ent 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
Ensu	re all personal have completed work as required		
Deta	ch all safety equipment / tag lines etc		
Dism	antle and remove all static lines and working at heights equipment		
Secu	re all equipment/tools		
Othe	r		
5.2	Clear work area and dispose of materials	Y/N	Y/N
Inspe	ect work area		
Remo	ove all equipment and materials		
Place	all waste material in designated areas		
Place	all recyclable material in designated area		
Othe	r		
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		

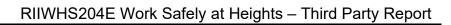
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Inspe	ct all equipment, checking for any damage or contamination		
Clean	equipment as required		
Place	equipment in correct storage facility or location		
Place defective equipment in required location			
5.4	Process written maintenance records according to workplace procedures	Y/N	Y/N
Provi	de detailed report on defective equipment and tag out as required		
Comp	plete end of tasks reporting according to workplace procedures		
Repo			
Othe	г		

Acknowledgement of completion of Third Party Report Tasks					
acknowledge that I have directly and individually observed and questioned on all aspects listed in this third party report.					
_	has been observed by me completing the wor presents in context the workplace situation.	k safely at heigl	nts tasks listed that		
Supervisor's signature		Date			
Candidate's name		Date			
Candidate's signature		Date			
Further comments by superviso	or (if applicable)				

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

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