



CONSTRUCTION
Training Group

LEARNER GUIDE

Ride on Mower

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Assessor Guidelines – General

1. Introduction

1.1 Scope

These general guidelines apply to all the assessment instruments for the certificates of competency prescribed by the *National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Loadshifting Equipment and Other Types of Specific Equipment*. (NOHSC: 1006)

Assessors should also be familiar with the publication *Assessment guidelines for National Occupational Health and Safety Certification Standard for users and operators of industrial equipment*.

1.2 Additional Guidelines

Guidelines that provide additional specific information to certificate assessors are also included in each assessment instrument. Included, where appropriate, are specific instructions on the usefulness of training records (such as logbooks) and other certificates with overlapping competencies.

1.3 Evidence of Competence

Evidence of competence is established in a number of ways. The methods used in the following instruments involve:

- Assessment of practical performance
- Written and/or oral answers to questions on underpinning knowledge

2. Preparing for the Assessment

2.1 Study the instruments

You need to read the assessment instruments and specific instructions carefully before beginning an assessment

2.2 Confirm Appointments

Prior to the assessment, you need to confirm the date, time and location of the assessment with the applicants and any other relevant people.

2.3 Equipment Availability

The availability of equipment, materials and a suitable working area must be organised and confirmed, prior to the assessment

2.4 Workplace Factors

Because procedures and processes vary greatly between workplaces, it is important for assessors to plan their approaches to meet the requirements of the individual workplace.

Make sure you take the timeframe into account when planning the assessment and also make applicants aware of any time limits.

2.5 Selecting Questions

Questions for the written/oral assessment should be randomly selected, either by hand or using the computer system, if applicable.

3. Conducting the Assessment

3.1 Provide an Explanation

Begin by explaining clearly to the applicant what is required of them. Check that applicant has provided (or has been provided with) the necessary tools and equipment.

3.2 Practical Performance

Complete the practical performance checklist, as the applicant works through the required tasks. Wherever possible, this should be done in a normal working environment.

Do not ask the applicant questions while he/she is performing a task, as this can be distracting, and may affect the time taken to complete the assessment.

If, at any time, the applicant is endangering themselves or others, stop the assessment immediately. This indicates that the applicant is not yet competent and may require further training, before being reassessed.

Assessments should also be stopped, if equipment or property is likely to be damaged.

3.3 Knowledge

The oral/written assessment determines the applicant's underpinning knowledge. The model answers provided with the oral/written assessment instruments are not necessarily exhaustive. Use your own judgement when scoring alternative answers.

3.4 Recording Responses

A box accompanies each item and question on the assessment forms you use. Assessors must complete every box as follows:

✓	CORRECT PERFORMANCE/ANSWER
X	NOT YET ACHIEVED
NA	NOT APPLICABLE

If a box is marked incorrectly, cross out the mistake, mark the correct response alongside, and initial the change.

4. Determining Competencies

4.1 Assessment Summary

A specific assessment summary is given for each certificate class. This is to be filled in and signed by the assessor and counter signed by the applicant.

Notice of Satisfactory Assessment the original and duplicate are given to the applicant. The applicant provides the original to the certifying authority. The assessor retains the triplicate.

4.2 Competency Requirements

In order for you to deem an applicant competent, he or she must have completed each section of the assessment to the standard required. You should note any time constraints when arriving at your decision.

The standard required for each instrument is specified in the specific guidelines and/or on the summary page at the end of each instrument.

In the case of a re-assessment, the assessor can decide to apply the whole or only that part of the assessment not yet achieved.

4.3 Additional Comments

Where an applicant fails to meet the standard of competence, you should add a written comment on the Assessment Summary, which briefly explains the problem.

Advice to the applicant, on the appropriate remedial action should also be included. This will also assist the certificate assessor, in an event that the applicant undergoes future reassessment.

4.4 Further Investigation

As a certified assessor, it is your role to determine whether or not an applicant has achieved the standard necessary for the certifying Authority to be able to grant a certificate of competency.

Whenever you are unsure of the applicant's performance or knowledge, ask additional questions, and obtain additional evidence, before making your final decisions.

NATIONAL GUIDELINES FOR OHS COMPETENCY STANDARDS

RIDE ON MOWERS

Part One – Performance Assessment

RIDE ON MOWER

(Performance Assessment)

Assessment Instrument – Specifications: The following performance assessment covers the Ride on Grass Cutting Plant elements of competence

Assessor Guidelines - Specific

1. The Assessment requires the operator to operate ride-on grass cutting plant following a sequence of:

Unit 1

- a) pre-operational checks
- b) planning the work
- c) checking controls on equipment

Unit 2

- d) operate mower
- e) loading and unloading onto a trailer.

Unit 3

- f) shutting down equipment
- g) securing the site.

2. The performance assessment can be conducted at any location that facilitates proper assessment of the abovementioned competency.

3. **The following equipment must be available during assessment:**

- a mower in a safe operating condition which complies with the requirements of the relevant State legislation
- Jumper leaders – trailer
- A fire extinguisher – first aid kit.

4. **A full performance assessment can take up to 1 hour to complete.**

Applicants will be advised by the Assessor what the acceptable time to complete the Assessment is, based on the Assessment Course Layout.

5. The applicant must undertake all the Performance Criteria. An Assessor must use his/her discretion in assessing competence under each criteria. The elements under each criteria must be marked with the appropriate tick, cross or N/A to indicate an applicant's competence level for that element.

Assessor Note:

All Performance Criteria marked with a star (★) are compulsory / critical. To determine a person's competence under each Performance Criteria, a prescribed number of elements are required to be demonstrated / answered under that criteria. The applicant must achieve the minimum specified number or more of the performance elements to achieve competence for those criteria. To record the applicant's competence for the criteria, a tick (✓) must be placed in the star.

6. Overall competence is achieved when competence in all units has been achieved.

7. THE APPLICANT MUST UNDERTAKE ALL PERFORMANCE CRITERIA.

8. N/A – NOT APPLICABLE.

N/A IS ONLY TO BE USED IN THE CASE OF A RE-ASSESSMENT OR WHERE RPL HAS BEEN GRANTED TO THOSE CRITERIA.

9. IN CASES WHERE CRITERIA CANNOT BE PHYSICALLY PERFORMED FOR ANY REASON, OR THE RIDE-ON GRASS CUTTING PLANT DOES NOT HAVE THAT FEATURE, THE APPLICANT IS REQUIRED TO DEMONSTRATE HIS/HER UNDERSTANDING OF THESE CRITERIA BY SIMULATION OR BY ANSWERING RELEVANT QUESTIONS.

10. Assessor should consult with management of the workplace before proceeding with the Assessment to ensure that the Assessment will not disrupt normal workplace practices.

11. **Note: In Performance Criteria 1.2.1, the Assessor must place various hazards within the work area to enable the applicant to identify those hazards and then take the appropriate safeguarding measures.**

12. The Applicant's competence in each unit is to be summarised on the Assessment Summary Sheet found in the back of the Instrument:

- ◆ Go to the start and carry out pre-operational checks
- ◆ Perform warm-up checks
- ◆ Site inspection to be performed
- ◆ Operate ride-on grass-cutting plant
- ◆ Demonstrate use of jumper leads

INSTRUCTIONS TO APPLICANT:

13. May ask questions to ensure you understand the correct procedure before you begin and, if necessary, you may also seek clarification of the correct procedure during the Assessment.

14. You will be asked some questions either during or after the Assessment to establish the reason for your decisions and actions. I may raise an arm as an indication for you to stop the activity to allow questioning.

15. The full practical Assessment shall cover:

Unit 1

- ◆ Pre-operational check of the mower.
- ◆ Inspection of the work site. Identification of work site hazards and the selection of control measures.
- ◆ Start up check of mowers.

Unit 2

- ◆ Operation of mower, including the demonstration of various grass cutting techniques.

Unit 3

- ◆ Correct shut down and parking procedure for mowing.

UNIT 1

Conduct Routine Checks:

Performance Criteria 1.1.1 and 1.1.2

1. Conduct routine checks on Mower (at least 12 elements checked) ★

- Lift systems (Blades)
- Explain safety decal and warning devices
- Tyre condition, wheel nuts and pressure
- Engine Oil
- Hydraulic Oil Level
- Transmission Oil
- Battery security, water level and cleanliness
- Brake Fluid
- Coolant
- Power Steering
- Demonstrate bleeding of fuel system
- Seat adjusted and secure
- Seat Belt (condition and security)
- Mirrors adjusted and clean
- Windscreen condition and cleanliness
- Overhead Guard (condition and security) (ROPS)

Demonstrate correct procedure for checking and changing cutter blade

- Fits PTO shaft correctly
- Compliance plate
- Condition and security of batteries
- Pins or other locking devices checked for security.

Performance Criteria 1.2.1, 1.2.2, 1.2.3 & 1.2.5

2. Inspect site and plans work All hazards are identified where applicable (at least 12 hazards identified) ★

- Power lines
- Doorways
- Overhead service lines (inside and/or outside)
- Bridges
- Surrounding buildings
- Obstructions
- Other equipment in area
- Personnel in area
- Dangerous materials
- Railway lines
- Other hazards unique to the workplace
- Applicant immediately removes hazards, or ensures hazards are eliminated by instigating appropriate action.

UNIT 2

Shift Load:

Performance Criteria 2.1.1 and 2.1.2, 2.1.4, 2.1.5 and 2.1.6

4. Applicant operates Mower (at least 24 elements performed correctly)

- Assess the site before mowing
- Follows and maintains agreed travel plan / path
- Ensures travel direction is clear
- Operator keeps to the left in aisles or roadways – for two way traffic
- Gives way to other traffic before moving off
- Maintains a safe distance from other vehicles
- Travels at a safe speed
- No mishaps when operating
- Where mower goes undetected by others, operator takes appropriate action by stopping or slowing vehicle, sounding horn or flashing lights
- Looks in direction of travel; if reversing, looks over both shoulders before mower moves
- Does not travel until blades are adjusted to safe height
- Travels in reverse if site is obscured, and must constantly look in the direction of travel
- No object in the path of mower is hit or knocked over
- Operator keeps all parts of body within the mower when travelling. However when manoeuvring, the operator may lean out for a clearer view
- Correct hydraulic controls are selected
- Operation of controls is smooth
- Whilst manoeuvring in a confined area, the applicant shunts or repositions mower to access the area
- Attached is correctly positioned relative to mowing task
- Explain or demonstrate cutting techniques working to a pattern
- Operating speeds, overlap joints
- Avoiding curbing, need to be aware of other plant / personnel
- Need to be aware of debris which could cause injury to personnel or damage plant
- While travelling, the attachment is high enough to just clear any bumps or rises on the ground
- Explain or demonstrate the use of battery jumper leads
- During travel, the operator keeps looking in the direction of travel
- Travels at a safe speed and maintains safe control of mower
- Operator does not alight from mower until it is safely parked and turned off
- Explain or demonstrate procedure for loading and securing the mower onto a float or trailer

- Applicant explains correct use of the park brake when on an incline, as per the manufacturers recommendations.

UNIT 3

Shut Down Equipment:

Performance Criteria 3.1.1, 3.1.2 and 3.1.3

5. Shuts down equipment and secures site (demonstrates at least 4 elements) ★

- Parks equipment in a suitable location away from danger areas
- Lowers attachments to ground
- Appropriate gear, relevant to the mower transmission type, is selected when parking vehicle
- Applies parking brake
- Engine / power is turned off
- Position of equipment and positioning of steering correct
- Batteries are checked.

Secure Site:

Performance Criteria 3.2.1

6. Secures site (completes at least 6 elements)

- Access ways
- Walkways
- Fire / Emergency exits
- First Aid facilities
- Refuelling sites
- Blind corners
- No less than two metres from nearest railway track
- Removes keys
- Dismounts correctly.

NATIONAL GUIDELINES FOR OHS COMPETENCY STANDARDS

RIDE ON MOWERS

Part Two – Oral/Written Assessment

ASSESSOR GUIDELINES

SPECIFIC (Oral / Written)

ASSESSMENT INSTRUMENT – Specifications:

This Assessment of knowledge covers the elements of competence for Ride On Grass Cutting Plant.

6. Overall competence is achieved when competence in all units has been achieved.

NOT APPLICABLE – N/A

N/A IS NOT TO BE USED FOR ANY RANDOMLY SELECTED QUESTIONS OR FOR ANY CRITICAL QUESTIONS. N/A IS ONLY TO BE USED IN THE

1. **A full oral / written assessment consists of 50 questions and can take up to 1.5 hours to complete.**
2. To satisfy the requirements for competency, the applicant must correctly answer (either in writing or orally) all critical questions as indicated by a star and a minimum of 75% of non-critical questions to be achieved.

Unit 1 1.1 – Select 7 including 2 stars

1.2 – Select 25 including 14 stars

Unit 2 2.1 – Select 13 including 3 stars

Unit 3 3.1 – Select 5

3. **If the assessment is conducted orally, the Assessor must record the answers provided by the applicant.**
4. The items marked with a star are of critical importance. Failing to get any of these correct means that competency has not been achieved.
5. Competence is achieved for a unit when the required number of questions for that unit have been correctly answered and ticked.

INSTRUCTIONS TO APPLICANT

There are some very important questions marked with a star that you **MUST** get right. I will indicate these questions to you.

If you are unsure about the meaning of a question or would like to say more about your answer, ask me about it during or after the assessment.

I will check your answers after you have finished and ask you to explain anything that is unclear.

The oral / written assessment should be completed within 1.5 hours.

UNIT 1

ELEMENT 1.1

CONDUCT ROUTINE CHECKS

1. You are required to inspect your mower before use. Name at least four liquid levels that would form part of your inspection.
 - ◆ Hydraulic Oil
 - ◆ Engine oil
 - ◆ Transmission oil
 - ◆ Brake fluid
 - ◆ Cooling water
 - ◆ Fuel
 - ◆ Battery electrolyte level in each cell

2. You are required to inspect your mower before use. Name at least four parts which would form part of your inspection.

- ◆ Brakes
- ◆ Steering
- ◆ Controls
- ◆ Lights
- ◆ Warning Devices
- ◆ Tyres
- ◆ Attachments (blades)
- ◆ Security of attachments

3. What precautions should be taken by the operator when a leak in the fuel system is detected? ★

Isolate fuel supply if possible. The machine should be immediately stopped, the leak reported to an authorised person and an appropriate warning notice placed on the mower, indicating mower must not be used.

4. During your pre-operational check, a hydraulic leak is detected. What action would you take?

Report it to an authorised person and place a notice on the mower indicating mower must not be used.

5. Is it permissible for an untrained person to operate Ride On Grass Cutting Plant? **Explain your answer.** ★

No, the operator must receive appropriate instructions to be adequately supervised.

6. Under what circumstances could an operator make minor repairs, alterations or adjustments to a mower?

Only if the operator was a competent person and was authorised by the employer.

7. If you noticed a crack in the ROPS, would you try and repair it yourself?

No, it must be reported to an authorised person and a warning notice placed on the mower indicating mower must not be used.

8. A tyre is found to have low pressure. When would you attend to this problem?

Immediately.

9. Are you permitted to operate a mower or attachments whilst under the influence of alcohol or medication or fatigued?

No – not at all.

10. To protect the operator from falling objects, what should be provided on a mower?

Overhead guard.

ELEMENT 1.2

(select 25 including the 14 with a star)

11. Should a mower be refuelled while the engine is running? ★

No, the running engine could ignite the fuel.

12. What direction must the mower motor face when travelling up a ramp? ★

The mower must travel up the ramp in reverse, therefore the motor must face uphill.

13. When travelling up a ramp, why must the mower motor face uphill?

To ensure stability is maintained.

14. What direction must the mower motor face when travelling down a ramp? ★

The mower must travel down forward, therefore the motor must face uphill.

15. Why is it unsafe to turn a mower when it is on a ramp or sloping ground? ★

Because lateral stability is affected and the mower could tip over sideways.

16. When operating a mower, why is it dangerous to turn a corner at high speed? ★

Lateral stability is affected and mower could tip over sideways.

17. How should you drive a mower across railway tracks?

At an angle of 45 degrees and at slow speed.

18. When travelling, at what height should the blades be? ★

A reasonable minimum distance from the operating surface.

19. When travelling, name two items or condition that would influence your speed of travel.

- ◆ *Surface condition*
- ◆ *Physical layout of work*
- ◆ *Potential hazards*
- ◆ *Proximity to pedestrians*
- ◆ *Weather conditions*
- ◆ *Speed limit signs*
- ◆ *Workplace policy*

20. Why is it important to keep your mower in a clean state? ★

Accumulations of dirt, grease and trash can contribute to fires and lead to personal injury.

21. What type of debris would you look for before mowing in dry grass?

Wire, stones, metal, etc. that could cause sparks.

22. What is the procedure for starting the mower you are to use?

Make sure all levers are in neutral, the park brake is engaged, and the clutch and power take off are both disengaged. Fasten your seat belt.

23. What is the minimum distance you should keep your mower away from domestic powerlines and high voltage transmission lines? ★

24. What would you do if you come into contact with live power cables?

a) Warn other people to stay clear and not to touch the mower

b) try and break contact with powerlines by moving mower if possible

c) remain in or on the mower until informed that conditions are safe

d) if you must leave the mower, jump clear ensuring that you don't contact the ground and mower at the same time.

25. Why is it dangerous to use internal combustion engines in confined spaces? ★

Persons in confined spaces could be overcome by dangerous gas generated by the combustion engine.

26. What must be done if shields and guards are not in place? □

Replace any damaged or missing parts.

27. Why must batteries be charged in a well ventilated area? □

To reduce the risk of a build-up of explosive gases.

28. Why must you not smoke when charging or changing mower batteries? ★

The gases given off by the batteries will explode if ignited.

29. What type of mower should be selected for working on rough or unstable terrain? □

Four wheel drive or rough terrain type mower.

30. What are the requirements during the summer period? □

A serviceable firefighting knapsack, containing at least 9 litres of water is attached to the mower.

31. What type of licence is required to operate Ride-On Grass Cutting Plant whilst mowing on traffic lanes? □

RCA, Road Safety Regulations 1988: Operators must possess a valid, current and appropriate endorsed drivers licence.

32. When travelling with a mower that obscures your vision, what precautions would you take? □

Travel in reverse or use another person to guide you.

33. What should be provided when a mower is working over a roadway, footpath or areas open to the public? ★

Barriers with appropriate safety signs or alternatively a traffic controller present at all times.

34. Name two safeguards to protect other personnel when mowers are in use. ★

Post signs, place barriers, control movement of personnel, use of lights and horn.

35. What type of first aid kit shall be made available to operators? ★

A (1-2 person) first aid kit must be available for employees when working in areas remote from the main crew.

36. When must a cab mounted yellow rotating flashing light be visible to approaching vehicles? □

A flashing light must be fitted to any plant used to cut grassed shoulders within 2.5m of the roadway.

37. How would you plan the direction of grass cutting? □

So that the grass is ejected away from pedestrian and road users.

38. Are you allowed to add additional counterweights to a mower without referring to the mower manufacturer?

No, unless advised otherwise by the manufacturer, the existing counterweights have been designed for that mower.

39. What precautions should the operator take when operating the mower on wet or slippery surfaces?

Reduce speed and proceed with caution. Turn corners slowly and drive in a manner consistent with operating surface.

40. What checks must be made before using an attachment on a mower? ★

The attachment must be an approved type suitable for that mower. Must be properly attached to the mower with a suitable locking device.

UNIT 2

Element 2.1

(select 13 including 3 with a star)

41. If you are required to use Ride-on Grass Cutting Plant that you are not familiar with, what should you do?

Familiarise yourself with the equipment before starting work and, if necessary, undergo additional training with an experienced operator.

42. Is it permissible to use Ride On Grass Cutting Plant on a day of Total Fire Ban?

Explain your answer.

No – wire, stones, metal, etc. may cause sparks, starting a fire.

43. What distance should a Road Plant Ahead sign be erected?

Where sight distance is generally less than 100m. The length of cut limited to 2km.

44. What is the noise level that new plant is not allowed to exceed?

85db at the operator's position.

45. Slopes steeper than 1 in 3 should only be cut if:

Applicant MUST give four answers.

1) mower wheels will not sink into ground

2) grass is not slippery

3) a flat recovery area, clear of any footpath or roadway is available at the bottom of slope.

Note: *Slopes steeper than 1 in 3 should only be cut in special circumstances. A special machine may be needed to do the job.*

4) The turning places are sufficiently close together to compensate for inadequate oil supply to the motor being on a slope.

46. When cutting the first cut on median shoulder or divided road, what is required?

The first cut adjacent to the traffic lane shall be in the direction of the traffic. Grass can then be cut by mowing in either direction.

47. When cutting grass in dusty conditions, what are the possible hazards?

When cutting grass in dry conditions, dust may be kicked up. Wear a dusk mask for personal comfort to ensure that the dust does not create a hazard for road users.

48. What emergency procedures should be put into action if plant breaks down?

Any plant that breaks down shall, if possible, be moved to at least 4m from the edge of the carriageway. If the situation warrants it, a traffic controller may be needed or signage provided.

49. List five items of personal safety equipment required while operating Ride-On Grass Cutting equipment.

Safety glasses, ear protection, safety helmet, dusk mask, safety vest, safety boots, first aid kit, fire extinguisher.

50. Where Ride-On Grass Cutting Plant has two pedals for independent rear brakes, what must be done to these pedals before the machine is driven on the road?

The pedals must be connected together.

51. What are fire extinguisher checks?

Three answers

- 1) Date on plate
- 2) Gauge
- 3) Security

52. Why do power take-off shafts have guards?

So people don't get caught in them.

53. Where must the operator of a mower remain when starting the mower?

Operator must remain seated at controls.

54. Give reasons why pre-operational checks are necessary before operating.

To identify damage, prevent accidents and to ensure safe operation of the mower.

55. If any defects are found or detected, what must you do?

Report it to an authorised person and tag mower.

56. Why is tyre pressure and condition important to the stability of a mower?

A flat or under-inflated tyre can cause the mower to tip over.

57. How would you establish the limitations and capacity of the mower and equipment you are required to use? ★

By the information provided by your employer and documented by the manufacturer.

58. What must be provided on a Ride-On Mower to allow a passenger to be carried?

An approved seat and footrest.

59. Is it permissible to carry passengers on the mower you are operating? ★

Explain your answer.

No – it is against regulations.

60. Name three operating conditions that may cause a mower to tip sideways. ★

Turning at speed, driving over uneven ground, driving with flat or underinflated tyres, driving too fast, braking too hard.

61. Name three operating conditions that may cause a mower to tip forward lengthways. □

Severe braking, operating on sloping ground, driving up a ramp the wrong way.

UNIT 3

Element 3.1

(select 5)

62. Name three locations within the workplace where you would not park your mower. □

Near first aid stations,

Near firefighting equipment,

Near doorways, on sloping surfaces, on or near pedestrian walkways, emergency exits.

63. Why would you not park your mower in front of a doorway? □

The doorway may need to be used.

64. Give three reasons why post-operational checks are carried out on a mower. □

1) *to detect structural damage*

2) *to ensure all systems are closed off*

3) *to detect leaks in oil / hydraulic lines*

4) *to ensure mower is ready for next operator.*

65. Whilst carrying out a post-operational check, you notice a fault. What do you do before leaving the mower? □

Remove the keys and tag the mower so it cannot be used, and then report the fault to an authorised person.

66. What is the reason for removing the ignition key when leaving the mower unattended? □

To prevent unauthorised movement of mower.

Assessment Summary

Ride-On Mower

Oral/Written Assessment

Operational Area Unit	Number of Critical Criteria Required	Number of Critical Criteria Achieved	Number of Non-Critical Criteria Required	Number of Non-Critical Criteria Achieved	Competent		
					Yes	No	
1	16		16				
2	3		10				
3	0		5				
Assessment Start Time:		:	Finish Time			:	am/pm
Oral/Written Assessment completed within time allowed – approx 2hours							

Performance Assessment

Operational Area Unit	Number of Critical Criteria Required	Number of Critical Criteria Achieved	Competent		
			Yes	No	
1	3				
2	1				
3	2				
Assessment Start Time:		:	am/pm	Finish Time:	:
Performance Assessment completed within time allowed – approx 1hr					

Summary

Candidate is:

(tick the result obtained)

Competent

Not Yet Competent

Date:

Name of Assessor: Name of Candidate:

Signature: Signature:

Comments/feedback

(Assessors to make any additional comments which clarify the assessment)

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