



Sydney - Melbourne  
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Before an agency worker can perform his or her duties a competency test must be completed on each task and/or equipment to be used. This competency checklist must be completed by the supervisor of the casual agency worker before the commencement of work. If the agency worker is not competent in the task or use of any equipment required to work, then the worker must not perform the task or use the equipment.

To assist please complete the following competency checklist:

Competency: \_\_\_\_\_ (e.g. Dishwasher)

Workers Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time \_\_\_\_\_

Task/ Application \_\_\_\_\_

Conditions: \_\_\_\_\_ (e.g. Correct use of dishwasher chemicals)

Standards: All items on the checklist must receive a "yes" for the persons to be assessed as competent.

**Performance standards**

Task/Equipment	Y / N	If No then additional training required

Result:            Is competent                     The worker can perform the task  
                          Not yet competent                     The worker requires additional training before working

\_\_\_\_\_

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The safety and welfare of all workers is a priority with Alseasons, and we urge all our clients to make it their priority. The following page details Alseasons' Occupational Health & Safety House Policy for all workers. If you do not have an in-house O H & S policy, please display and make use of ours.

When making a booking for staff we will require details of the job description which, based on your advice, will be the extent and range of the work to be performed. Staff allocated to each assignment will be selected according to this criteria and they may have no experience in other areas.

ACCORDING TO WORKER'S COMPENSATION DIRECTIVES, YOU MUST OBTAIN THE AGENCY'S PERMISSION BEFORE RELOCATION OR CHANGING JOB DUTIES FOR A CASUAL WORKER.

Responsibilities of the employer - the end user: It is the role of the employer, end user or host client, who controls the workplace and workpractices to ensure that hazards associated with the worker's job have been identified, the risk assessed and controlled.