**APPENDIX C**

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| **HAZARD MANAGEMENT – PROFICIENCY RECORD** |

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| **NAME OF TASK/ACTIVITY** |  |
| **LOCATION** |  |

**Attach a copy of the training content/assessment criteria to this record e.g. Safe Operating Procedure.**

**(Note – in lieu of this record, Supervisors may develop a task specific proficiency template**

**which defines the assessment criteria or use a local log book.)**

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| **Authorised assessors for this activity** | | | | | |
| **Date** | **Surname**  (Please print) | **First Name**  (Please print) | **Staff/student number** | **Signature of assessor** | **Signature of Supervisor** |
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| **Operator has been assessed as proficient against the training material** | | | | | |
| **Date** | **Surname**  (Please print) | **First Name**  (Please print) | **Staff/student number** | **Signature of operator** | **Signature of assessor** |
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| **Or operator has been assessed as proficient due to a relevant degree or formal qualification/licence and has**  **3 years practical experience (Please insert details as applicable)** | | | | | |
| **Date** | **Surname**  (Please print) | **First Name**  (Please print) | **Staff/student number** | **Signature of operator** | **Signature of assessor** |
| / / |  |  |  |  |  |
| Details  e.g. licence, qualification held. |  | | | | |
| / / |  |  |  |  |  |
| Details  e.g. licence, qualification held. |  | | | | |

**Records management**

Retain the proficiency record if in a lab/workshop log book in the local area (or equivalent system) to ensure the record can be retrieved on request.

**Further information**

Should you require any further information please refer to your [Local HSW team](https://www.adelaide.edu.au/hr/hsw/hsw-advice).