

# Backhoe/Loader

## Record of Training Logbook



**RIIMP0319E**

Conduct backhoe/loader operations



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# Contents

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|  |     |
|--|-----|
| Operator, employer, supervisor and training details .....          | (i) |
| Purpose of this logbook .....                                      | 1   |
| How to use this logbook .....                                      | 2   |
| Sample pages .....   | 3   |
| Plan and prepare for backhoe/loader operations .....               | 6   |
| Operate backhoe/loader in line with established requirements ..... | 23  |
| Load, carry and place materials to complete work activity.....     | 35  |
| Select, remove, fit and use attachments for a backhoe/loader ..... | 47  |
| Prepare to relocate the backhoe/loader .....                       | 59  |
| Conduct housekeeping activities .....                              | 67  |

| <b>Operator/trainee details</b>   |  |
|---|--|
| Operator name:  | Signature:   |
| Address:  |  |
| Phone number:   | Mobile:  |
| Date of birth:  | Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male |
| Proof of identity sighted: <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| <b>Employer/registered training organisation (RTO)</b>                              |  |
| Company/RTO name:   |  |
| Contact person:   |  |
| Address:  |  |
| Phone number:   | Mobile:  |

| <b>Supervisor/competent person</b>   |            |
|--|------------|
| Name:  | Signature: |
| Address:   |            |
| Phone number:  | Mobile:    |
| Evidence of competency to supervise (Cert IV in training and assessing/licence/qualification/work experience): |            |
|  |            |
| <b>Supervisor/competent person (if additional person used)</b>   |            |
| Name:  | Signature: |
| Address:   |            |
| Phone number:  | Mobile:    |
| Evidence of competency to supervise (Cert IV in training and assessing/licence/qualification/work experience): |            |
|  |            |

**Supervisor/competent person (if additional person used)**

Name:

Signature:

Address:

Phone number:

Mobile:

Evidence of competency to supervise (Cert IV in training and assessing/licence/qualification/work experience):

**Supervisor/competent person (if additional person used)**

Name:

Signature:

Address:

Phone number:

Mobile:

Evidence of competency to supervise (Cert IV in training and assessing/licence/qualification/work experience):

## Training details

Estimated training period: ...../...../..... to ...../...../.....

Plant and equipment needed:

Primary training location(s):

Supervision/delivery arrangements:

Other resources required:

SAMPLE

# Purpose of this logbook

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This logbook is to record on-the-job training. This logbook can be used in two ways:

## **1. A company doing in-house training**

A company can use this training logbook to show they have met their duty of care obligations under the OHS Act by showing evidence that an operator is trained and competent.

## **2. A registered training organisation (RTO)**

A registered training organisation (RTO) delivering the units of competency from the RII Resources and Infrastructure Industry Training Package can use this logbook as part of a training program to gain a qualification.

### **Supervision by a competent person**

The person supervising the operator must be deemed competent to supervise the training. The supervisor/trainer may hold an existing earthmoving licence or qualification, may have a Certificate IV in Workplace Training and Assessing, may have on the job experience gained over time, or any or all of these.

### **Using the logbook for recognition of prior learning (RPL)**

As well as being a record of training, this logbook can also be used as a document to record evidence of prior learning.



# How to use this logbook

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1. Fill out the details at the start of this logbook – operator’s name, address etc.
2. Wear the personal protective equipment (PPE) you need to wear.
3. After you have finished working, you can start filling out your logbook. Start by writing down the work you have done.
4. Make sure you fill in each section of your logbook. Your supervisor will sign the supervisor section if s/he believes the details are correct and the tasks have been completed in a satisfactory way.





| Element/Work tasks  | Description of work/training performed  |
|---|---|
| <p><b>PC 1.3</b></p> <p><b>Hazards and environmental issues</b></p> <p>Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies</p> | <p><i>I looked around the site and found that a busy footpath was near my working area. My backhoe/loader had a slasher attachment for cutting grass. People walking by might be at risk. I put up signs to warn people of the danger nearby.</i></p>   |
|   | <p><i>I had to use the backhoe/loader near a trench. The trench was about 2 metres deep. No one had put up any warning signs or barriers. I put up a row of barricades 3 metres away from the trench. This would give me a safe working distance and also keep other people away from the trench.</i></p> |
|   | <p><i>The job I had to do was to cut grass using a slasher. I backed the backhoe/loader up to the slasher. I turned the backhoe/loader off and put the hand brake on. I connected the slasher to the power take off. I got back on the backhoe/loader and started work.</i></p>                           |

| Date/time  | No. of hours      | Machine details  | Supervisor/competent person  |
|--|-------------------|--|--|
| Date:<br><i>19 / 02 / 2020</i><br>Start time:<br><i>9.00</i> am<br>..... pm  | <i>15 minutes</i> | Make: <i>John Deere</i><br>Model: <i>3155J</i><br>Serial No: <i>56348521</i> | Name: <i>Nathan Deeman</i><br>Signed: <i>Nathan D</i><br>Experience/qualifications:<br><i>20 years on the job experience and Cert IV</i>   |
| Date:<br><i>20 / 02 / 2020</i><br>Start time:<br><i>11.30</i> am<br>..... pm | <i>5 minutes</i>  | Make: <i>John Deere</i><br>Model: <i>3155J</i><br>Serial No: <i>56348521</i> | Name: <i>Nathan Deeman</i><br>Signed: <i>Nathan D</i><br>Experience/qualifications:<br><i>20 years on the job experience and Cert IV</i>   |
| Date:<br><i>23 / 02 / 2020</i><br>Start time:<br>..... am<br><i>3.30</i> pm  | <i>20 minutes</i> | Make: <i>John Deere</i><br>Model: <i>3155J</i><br>Serial No: <i>56348521</i> | Name: <i>Sam Hasseron</i><br>Signed: <i>S.H.</i><br>Experience/qualifications:<br><i>Cert IV in Training &amp; Assessing and RII RTO statement of attainment in Backhoe/Loader</i> |

# Element 1

## **Plan and prepare for backhoe/loader operations**

SAMPLE



| <b>Element/Work tasks</b>  | <b>Description of work/training performed</b> |
|--|---|
| <b>PC 1.1</b><br>Access, interpret and apply backhoe/loader operations documentation |   |
|  |   |
|  |   |

SAMPLE

| Date/time   | No. of hours | Machine details                                 | Supervisor/competent person  |
|---|--------------|---|--|
| Date:<br>.....<br>Start time:<br>..... am<br>..... pm |              | Make: .....<br>Model: .....<br>Serial No: ..... | Name: .....<br>Signed: .....<br>Experience/qualifications:<br>.....<br>..... |
| Date:<br>.....<br>Start time:<br>..... am<br>..... pm |              | Make: .....<br>Model: .....<br>Serial No: ..... | Name: .....<br>Signed: .....<br>Experience/qualifications:<br>.....<br>..... |
| Date:<br>.....<br>Start time:<br>..... am<br>..... pm |              | Make: .....<br>Model: .....<br>Serial No: ..... | Name: .....<br>Signed: .....<br>Experience/qualifications:<br>.....<br>..... |

SAMPLE