

# STATEMENT OF COMPLETION

This is a statement that

**Luat T Nguyen**

has successfully completed all course requirements of Testing & Tagging

**IN-SERVICE SAFETY INSPECTION, APPLIANCE AND LEAD  
TESTING, ELECTRICAL EQUIPMENT INSPECTION**



STAN BORYSIEWICZ  
PROGRAM MANAGER  
SCHOOL OF ENGINEERING & ELECTROTECHNOLOGY  
DATE: 2/10/2010

CERTIFICATE NO:pe10.022

National Provider Number 3113



**VICTORIA  
UNIVERSITY**

**A NEW  
SCHOOL OF  
THOUGHT**

# CERTIFICATE OF COMPETENCY



**This is to certify that on 16th December 2009, Roger Fry  
attended and satisfactorily completed Test & Tag Training's  
Appliance Testing and Tagging Course.**

**After undergoing both theoretical and practical assessment,  
all units of competency were passed,  
adhering to the guidelines of AS/NZ 3760.**

**The person aforementioned is deemed to be competent against our  
assessment criteria for testing and tagging  
as required by the Australian standard AS/NZ 3760**

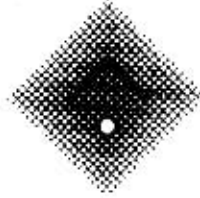
**CERTIFIED BY TEST AND TAG TRAINING  
RICHARD GOLDIE**



**TEST  
& TAG  
TRAINING**

**CERTIFICATE No. TTT443**

**VICTORIA  
UNIVERSITY**



OF  
TECHNOLOGY

Statement of Completion

***Carmine Cianchetta***

has completed all course requirements of

**Testing and Tagging  
Of Portable Electrical Appliances**

Neville Penny  
Head of Department  
Building Services & Special Trades

Certificate No: 757-05-198  
Date: 13<sup>th</sup> July, 2005

# CERTIFICATE OF CURRENCY



Agent for WorkSafe Victoria\*

## 1. STATEMENT OF COVERAGE

The following WorkSafe Insurance policy covers the employer's liability under the *Accident Compensation Act 1985* (and amendments).

This Certificate is valid from:

30/06/2011

to:

30/06/2012

The information provided in this Certificate of Currency is correct at:

05/07/2011

## 2. EMPLOYER'S INFORMATION

Employer or Policy Number:

11172341

Legal Name:

CASHTRONICS P/L

Trading Name:

ABN:

76 104 582 425

ACN/ARBN:

104 582 425

## 3. IMPORTANT INFORMATION

This policy commences and finishes at 4.00pm on the dates specified above.

A handwritten signature in black ink, appearing to read "John Glennie".

**John Glennie**

**Premium Services Manager**

**Allianz Australia Workers' Compensation (Victoria) Limited**

For and on behalf of WorkSafe Victoria\*

ACN 059 835 791

GPO Box 80 Melbourne VIC 3001

Policy Enquiries: Phone (03) 9234 3285 Fax (03) 9234 3489

# C&C NICOLA T/A JLC GENERAL INSURANCE AGENTS

ABN 23 231 520 289

ABN 23 231 520 289

109 Cape Street  
Heidelberg  
VIC 3084

PO Box 322 Heidelberg  
VIC 3084

Tel: 03 9457 3922  
Fax: 03 9457 5898  
Mob: 0416 048 233  
Email: jlcinsu@bigpond.net.au

## CERTIFICATE OF CURRENCY

**From:** C NICOLA AR.NO. 256929

We hereby confirm that we have arranged the insurance cover mentioned below:

CASHTRONICS PTY LTD  
1/15 CARRICK DRIVE  
TULLAMARINE VIC 3043

**Date:** 12/07/2011  
**Our Reference:** CASHTRONIC  
**RENEWAL**

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<b>Class of Policy:</b> Business Insurance
<b>Insurer:</b> CGU Insurance Limited PO BOX 390D MELBOURNE VIC
<b>The Insured:</b> CASHTRONICS PTY LTD
ABN: ACN: 004 478 37

<b>Policy No:</b> 15T2173918
<b>Invoice No:</b> 36097
<b>Period of Cover:</b> From 1/07/2011 to 1/07/2012 at 4:00 pm

### Details:

See attached schedule for a description of the risk insured

### IMPORTANT INFORMATION

The Proposal/Declaration:-

- is to be received and accepted by the Insurer
- has been received and accepted by the Insurer

The total premium as at the above date is:-

- to be paid by the Insured
- part paid by the Insured
- paid in full by the Insured

Please note that the policy defined above is subject to the receipt of the Proposal Declaration and acceptance by the Insurer (if not already completed and accepted) and subject to the full receipt and clearance of the total premium payable by the insured.

## WORK SAFE METHOD STATEMENTS

<b>SAFE WORK METHOD GENERAL REQUIREMENTS</b>			
<b>IDENTIFIED ACTIVITY</b>	<b>HAZARD</b>	<b>RISK LEVEL</b>	<b>SAFE WORK METHOD CONTROL</b>
<b>Accidents &amp; Injuries</b>	<b>N/A</b>	<b>N/A</b>	<p>Staff awareness of First Aid Kit Locations and Trained First Aid Personnel (refer to the Emergency Safety Sheet). Upon injury, first aid or medical attention will be rendered as appropriate by the injured employee, a work colleague, trained first aid personnel, a supervisor or a client representative. The appropriate level of assistance will depend on the severity of the injury and the location of the employee.</p> <p>Report all accidents and injuries to the Return To Work Coordinator as soon as possible. Nominate a treating Doctor when requested to do so. Participate &amp; co-operate in the establishment and implementation of the Injury Management Rehabilitation program. Make all reasonable efforts to return to work as soon as possible having regard to the nature of the injury.</p>
<b>Emergencies</b>		<b>N/A</b>	<p>Staff awareness of Emergency Procedures. Staff awareness of the Evacuation Plan. (Emergency &amp; Safety Sheet) Staff awareness of First Aid Kit locations and Trained First Aid Personnel (Refer to the Emergency &amp; Safety Sheet). Review and test emergency procedures periodically.</p>
<b>Training/Induction</b>		<b>N/A</b>	<p>First Aid Awareness Awareness of Emergency Procedures. Awareness of accident and injury reporting requirements.</p>

			<p>Awareness of hazard identification reporting requirements.</p> <p>Awareness of OHS entities and personnel (Return to work Coordinator, Workers Compensation Insurer and Management Representative)</p>
<b>Manual Handling</b>	<p>Personal injury, such as strains, muscle tears obtained whilst moving objects</p>	<b>Medium</b>	<p>Apply lifting techniques and controls listed in the Manual Handling Checklist.</p>
<b>Office Hazards</b>		<b>N/A</b>	<p>A safety inspection of the office areas shall be conducted yearly.</p> <p>Management shall communicate the results of those inspections, including identified hazards and control measures, to all relevant personnel.</p>
<b>Noise</b>	<p>Damage to hearing</p>	<b>Low</b>	<p>Obtain appropriate hearing protection from you Manager or Client Representative.</p>
<b>Hazardous Substances</b>	<p>Injury caused by contact or exposure to hazardous substances</p>	<b>Low</b>	<p>Staff awareness of the storage and handling requirements of particular substances (Defined in Material Safety Data Sheets MSDSs)</p> <p>Wear appropriate Personal Protective Equipment.</p>
<b>Plant &amp; Equipment</b>	<p>Personal injury as a result of accidents working with plant and equipment</p>	<b>Medium</b>	<p>Plant and Equipment shall only be operated by suitable trained or qualified personnel.</p> <p>Operating Instructions shall be followed.</p> <p>The plant and equipment shall be maintained (maintenance schedules)</p> <p>The plant and equipment shall be fit for use and have signage and guarding in place where relevant.</p>
<b>References</b>	<p>Occupational Health &amp; Safety Act 2000</p> <p>Occupational Health &amp; Safety Regulations 2001</p> <p>SPQ-MAN-005 Injury Rehabilitation</p> <p>SPQ-QA-007 OHS&amp;R Reporting &amp; Statistics</p> <p>SPQ-PRO-002 Servicing</p> <p>SPQ-QA-008 Emergency Procedures</p>		
<b>Note:</b>	<p>Risk level = 1 or 2 = High</p> <p>Risk level = 3 or 4 = Medium</p> <p>Risk level = 5 or 6 = Low</p>		

<b>SAFE WORK METHOD SERVICE, REPAIRS &amp; INSTALLATIONS</b>			
<b>Identified Activity</b>	<b>Hazard</b>	<b>Risk Level</b>	<b>Safe Work Method Control</b>
<b>Service technician travels to the site.</b>  - <b>Contact the Client, Contact person or receptionist</b>	<b>Personal injury as a result of a motor vehicle accident</b>	<b>High</b>	<b>Service Technician need to have a current valid motor vehicle licence. Service Technicians must be fit to drive. Vehicles must be adequately maintained. Service Technicians need to be aware of Emergency Procedures</b>
	<b>Personal injury as a result of being unaware of specific site hazards or emergency procedures</b>	<b>N/A</b>	<b>Service Technicians need to inform the client as to the purpose of the visit. Service Technicians may need to participate in safety inductions delivered by the client.</b>
<b>The Service Technician Performs the required service.</b>  -Ask about Machine Performance -Clean the machine -Clean Sensors -Make adjustments -Electrical -Test machine to verify correct performance - Show the client that the machine is functioning correctly	<b>Personal injury as a result of breathing methylated spirit fumes or skin contact with methylated spirits.</b>	<b>Low</b>	<b>Use methylated spirits with care. Apply handling precautions indicated on the Material Safety Data Sheet. (MSDS)</b>
	<b>Electrocution</b>	<b>High</b>	<b>Service Technicians must be familiar with the machine. Inspect the machine prior to servicing to ensure that all insulators are in a safe condition.</b>  <b>Turn the machine off and disconnect the power supply prior to replacing parts or moving the machine. Service Technician must not work on components supplied with 240 volts whilst the power supply has not been isolated.</b>
	<b>Personal injury as a result of contact with moving parts. Loose clothing or long hair caught in the Note Counter Hopper.</b>	<b>Low</b>	<b>Wear appropriate clothing (no ties, long hair shall be confined).</b>



	<p><b>Injuries caused during manual handling</b></p> <p><b>Damage to hearing due to exposure to an excessively noisy environment</b></p>	<p><b>Medium</b></p> <p><b>Low</b></p>	<p><b>Use appropriate manual handling techniques. Obtain assistance. Use a trolley or tray.</b></p> <p><b>Use appropriate hearing protection.</b></p>
<p><b>The machine is installed and tested.</b></p> <p><b>-Select the appropriate position</b>  <b>-Secure the machine</b>  <b>Operate and demonstrate the use of the machine</b></p>	<p><b>Personal injury caused during manual handling.</b></p> <p><b>Personal injury as a result of contact with moving parts. Loose clothing or long hair caught in the Note Counter Hopper.</b></p>	<p><b>Med</b></p> <p><b>Low</b></p>	<p><b>Use appropriate manual handling techniques. Obtain assistance. Use a trolley or tray.</b></p> <p><b>Wear appropriate clothing (No ties, long hair shall be confined).</b></p>
<p><b>The machine is repaired.</b></p> <p><b>-Repair processes may include;-</b>  <b>-Disassembly</b>  <b>-Replacement of parts</b>  <b>-Soldering</b>  <b>-Drilling</b>  <b>Returning the machine to the workshop for further repair</b></p>	<p><b>Personal injury caused during manual handling.</b></p> <p><b>Personal injury as a result of contact with moving parts. Loose clothing or long hair caught in the Note Counter Hopper.</b></p> <p><b>Electrocution</b></p>	<p><b>Medium</b></p> <p><b>Low</b></p> <p><b>High</b></p>	<p><b>Use appropriate manual handling techniques. Obtain assistance. Use a trolley or tray.</b></p> <p><b>Wear appropriate clothing (No ties, long hair shall be confined).</b></p> <p><b>Service Technicians must be familiar with the machine. Inspect the machine prior to servicing to ensure that all insulators are in a safe condition.</b></p> <p><b>Turn the machine off and disconnect the power supply prior to replacing parts or moving the machine. Service Technician must not work on components supplied with 240 volts whilst the power supply has not been isolated.</b></p>

	Electrocution from faulty repair equipment or cables	Medium	Electrical equipment and cables are to be inspected regularly by a competent person.
	Injury to eyes from flying particles during drilling.	Low	Wear appropriate eye protection.
	Burn injuries during soldering.	Low	Handle tools with care. Return the tool to the correct position when not in use.
	Cuts and abrasions from accidents contact with moving parts with the repair tools.	Medium	Tools must only be operated by competent and experienced personnel. Appropriate clothing should be worn.
<b>References:</b>	Occupational Health & Safety Act 2000 Occupational Health & Safety Regulations 2001 SPQ-PRO-002 Servicing SPQ-QA-008 Emergency Procedures		
<b>Note:</b>	Risk level = 1 or 2 = High Risk level = 3 or 4 = Medium Risk level = 5 or 6 = Low		

<b>SAFE WORK METHOD WORKSHOP</b>			
<b>IDENTIFY ACTIVITY</b>	<b>HAZARD</b>	<b>RISK LEVEL</b>	<b>SAFE WORK METHOD CONTROL</b>
Find or verify the fault			
Repair the equipment	Injury to the eye from flying particles during grinding, cutting, sanding and drilling.	Low	Wear appropriate eye protection.
Performance Testing -Multimeters (electronics) -Oscilloscopes (electronics)	Burn injuries during soldering or hearing processes	Low	Handle tools with care. Return the tool to the correct position when not in use.
Repair Processes -Soldering -Grinding -Drilling	Cuts and abrasions from accidental contact with moving parts	Medium	Tools must only be operated by competent and experienced personnel. Appropriate clothing should be worn.

<ul style="list-style-type: none"> <li>-Electrical Sanding</li> <li>-Electrical Cutting</li> <li>-Electrical Filing</li> <li>-Guillotining</li> <li>-Punching</li> <li>-Heating</li> <li>-Gluing</li> <li>-Cleaning</li> </ul>	<p>within the repair tool.</p>	Medium	Electrical equipment and cables are to be inspected regularly by a competent person.
	<p>Electrocution from faulty equipment or electrical cables</p> <p>Personal injury as a result of breathing cleaning solvent fumes or skin contact with cleaning solvents.</p> <p>(Methylated spirits, turpentine, acetone, kerosene)</p>	Low	Use solvents with care. Apply handling precautions indicated on the Material Safety Data Sheet.
<p><b>References:</b> Occupational Health &amp; Safety Act 2000 Occupational Health &amp; Safety Regulations 2001</p>			
<p><b>Note:</b> Risk level = 1 or 2 = High Risk level = 3 or 4 = Medium Risk level = 5 or 6 = Low</p>			

SAFE WORK METHOD WORK CONTROL			
IDENTIFY ACTIVITY	HAZARD	RISK LEVEL	SAFE WORK METHOD CONTROL
Receipt into stores and storage of products	Injury caused during manual handling.	Medium	Use trolleys, forklifts. Obtain assistance from other staff. Apply correct manual handling procedures.
<ul style="list-style-type: none"> <li>-Spare parts</li> <li>-New machines</li> <li>-Consumables</li> </ul>	Injury caused by falls from raised platform areas.	High	Ensure fall protection barriers are in place.
	Injuries caused during manual handling.	Medium	Use trolleys, forklifts. Obtain assistance from other staff. Apply correct manual handling procedures.
Machine Assembly	Cuts and eye injuries caused during the use of assembly tools.	Low	Use eye protection. Take care when using the tool.

<p><b>Machine Preparation</b></p> <ul style="list-style-type: none"> <li>-Power/electrical modifications</li> <li>-Australian currency modifications</li> <li>-Facia fittings</li> <li>-Applications of Logos, Branding</li> <li>-Application of the "C Tick"</li> </ul>	<p>Injury caused during manual handling</p>	<p><b>Medium</b></p>	<p>Use trolleys, forklifts. Obtain assistance from other staff. Apply correct manual handling procedures.</p>
<p><b>Machine Testing</b></p>	<p>Injury caused by moving parts catching articles of clothing</p>	<p><b>Low</b></p>	<p>Do not wear neck ties when operation Note Counters</p>
<p><b>Machine Labelling, Packaging and Dispatching</b></p>	<p>Injury caused during manual handling</p>	<p><b>Medium</b></p>	<p>Use trolleys, forklifts. Obtain assistance from other staff. Apply correct manual handling procedures.</p>
<p><b>References:</b> Occupational Health &amp; Safety Act 2000 Occupational Health &amp; Safety Regulations 2001 Manual Handling Checklist</p>			
<p><b>Note:</b> Risk level = 1 or 2 = High Risk level = 3 or 4 = Medium Risk level = 5 or 6 = Low</p>			