

Date: _____

To whom it may concern,

RE: _____ skills in/as _____
(insert Learners name) *(insert industry/job title)*

I certify that the above-named person has:

Worked at _____ for a period of _____ years and has regularly undertaken the following activities within the workplace since commencing employment with this organisation:

| Unit of competency | | Manager Supervisor initial |
|---|--|----------------------------|
| RIIWH201D Work safely and follow WHS policies and procedures | Able to sourcing, interpreting, clarifying and applying site safety Reading and interpreting SDS, site emergency signage such as exits, routes, assembly point, location of emergency equipment and site plans Selects, wears and cares for PPE requirements for all activities that require PPE to site conditions Able to apply safe lifting and manual handling techniques in the work environment Identify and or participated in verbal reporting on WHS issues to appropriate personnel – for example oil spills etc | |
| RIIERR205D Apply initial first aid | Aware of site location for first aid kit and how to keep it up to date Participated in regular first aid training | |
| RIIGOV201D Comply with site work processes/procedures | Plans and completes task to achieve agreed outcomes as determined by site processes and procedures Recognises and reports non-compliances – by site isolation requirements and completes out of service tag correctly to site conditions Reports every injury including near and misses verbally and in writing Identify and or participated in verbal reporting on WHS issues to appropriate personnel – for example oil spills etc | |
| RIIRIS201D Conduct local risk control | Able to identify hazards in the workplace and identify the difference between a risk and a Hazard Completes site JSA correctly by writing clearly and neat and to site requirements | |
| RIICOM201D Communicate in the workplace | Participated in face to face tool box meetings group discussions – uses clear communication to convey information and make meaning. Clarifies tasks, ask questions, listens carefully and respects other workers Able to operate and use two-way radio correctly to site conditions by checking serviceability and speaking clearly by-passing communication and acknowledge and responding well to others on site Written documentation Completes site TAKE forms correctly by writing clearly and neat and to site requirements Able to interpret site communication signals, signs, bells and whistles | |
| RIIERR302E Respond to local emergencies and incidents | Participated if regular fire and emergency evacuation procedures to site conditions, recognises alarms and responds well Participated in on site firefighting techniques and use of fire extinguisher – selected and use emergency equipment when necessary | |

If you would like any further information or would like to discuss any of the above, I can be contacted on the undersigned.

Yours sincerely,

Signature:

Print Name and Position:

Contact Details Email or Phone number: