







# **Model Curriculum**

# **Custom Hiring Service Provider**

**SECTOR: AGRICULTURE & ALLIED** 

SUB-SECTOR: AGRICULTURE CROP PRODUCTION OCCUPATION: FARM MACHINERY, EQUIPMENT

**OPERATION AND MAINTENANCE** 

REF ID: AGR/Q1112, V1.0

**NSQF LEVEL: 5** 















## Certificate

# CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

#### AGRICULTURE SKILL COUNCIL OF INDIA

forthe

#### **MODEL CURRICULUM**

Complying to National Occupational Standards of Job Role/ Qualification Pack: '<u>Custom Hiring Service Provider</u>'

QP No. '**AGR/ Q1112 NSQF Level 5**'

Date of Issuance: April 24<sup>th</sup>, 2017

Valid up to: March 31st, 2020

\* Valid up to the next review date of the Qualification Pack

Authorised Signatory (Agriculture Skill Council of India)









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### **CURRICULUM / SYLLABUS**

This program is aimed at training candidates for the job of a "<u>Custom Hiring Service Provider</u>", in the "<u>Agriculture & Allied</u>" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Custom Hiring Servi	Custom Hiring Service Provider				
Qualification Pack Name & Reference ID.	AGR/Q1112, v1.0					
Version No.	1.0	1.0 Version Update Date				
Pre-requisites to Training	Class12, preferably	Class12, preferably				
Training Outcomes	<ul> <li>Identify farm mach</li> <li>Conduct market demand, strength</li> <li>Identify and assessarea</li> <li>Establish an custor renting farm mach farmers</li> <li>Rent farm maching farmers</li> <li>Maintain proper resident</li> </ul>	s programme, participants will be able to: hineries and equipments required for selected area survey on identified machineries to understand s and weaknesses ss the government incentives and schemes in this om hiring centre: set up and manage the centre for hineries and equipments as per the requirement of meries and equipments as per the requirement of ecords and documentation and safety at the workplace				









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This course encompasses  $\underline{5}$  out of  $\underline{5}$  National Occupational Standards (NOS) of " $\underline{\text{Custom Hiring Service Provider}}$ " of Qualification Pack issued by " $\underline{\text{Agriculture Skill Council of India}}$ ".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction  Theory Duration (hh:mm) 02:00  Practical Duration (hh:mm) 00:00  Corresponding NOS Code Bridge Module	<ul> <li>Understand general discipline in the class room and workshop (Do's &amp; Don'ts)</li> <li>Study the scope and importance of Farm Mechanization industry in India</li> <li>Familiarize with different farm machineries' manufacturers and their brands/models</li> <li>Understand the role of a Custom Hiring Service Provider and the progression pathways</li> </ul>	Laptop, white board, marker, projector and video films and Presentations
2	Undertake entrepreneurship activities  Theory Duration (hh: mm) 10:00  Practical Duration (hh:mm) 30:00  Corresponding NOS Code AGR/N9910	<ul> <li>State the importance of entrepreneurship</li> <li>Select entrepreneurship as an alternate career option</li> <li>State customer hiring centre meaning and its role in promotion</li> <li>Explain the differences between entrepreneurship, self employment and wage employment</li> <li>Discuss case studies, video presentation, group discussion, debates and exercise in entrepreneurship activities</li> <li>Discuss and interact with successful entrepreneurs and business people in a similar field to gain expertise</li> <li>State the role and reward of entrepreneurship</li> <li>Explain the need and importance of market assessment</li> <li>List components and techniques of market survey/assessment</li> <li>Explain demand analysis and assessment of farmers needs</li> <li>Identify possible sources of finance/loan</li> <li>Identify potential customers and maintain customer database</li> <li>Conduct target market assessment and decide positioning of products/ services</li> </ul>	Laptop, white board, marker, projector









Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul> <li>which is easily accessible to potential buyers</li> <li>List criteria for selection of location for conducting business</li> <li>Understand government laws, local state laws and other regulations for business activity</li> <li>Identify distribution and marketing channels considering the requirements and constraints associated with the same</li> <li>Estimate costing and pricing</li> <li>Calculate risk assessment in business</li> <li>Identify opportunities for scaling up the business</li> <li>Collect information related to various subsidies/funds/ schemes offered by the government, authorized state units and other financial institutions</li> <li>Track and maintain records, and monitor them on a regular basis</li> <li>Explain promotional strategies for the business based on the budget and target segment</li> <li>State minimizing costs and maximizing profits steps</li> <li>Select the machineries for Custom Hiring Centre</li> </ul>	
3	Prepare for setting up customer hiring centres  Theory Duration (hh:mm) 10:00  Practical Duration (hh:mm) 30:00  Corresponding NOS Code AGR/N1140	<ul> <li>State the role of custom hiring agro service centers in development of rural areas and their important characteristics</li> <li>List government policies for promotion of agriculture mechanization and agro service centres</li> <li>Arrange plan tours to local nearby villages with established custom hiring and agro service centres</li> <li>Carryout local surveys to understand the current trend and needs of farm machineries</li> <li>Carry out discussions with established entrepreneurs, experts and experienced people</li> <li>Arrange the exposure visits to gain</li> </ul>	tractor/power tiller, land levelling equipments for soil conservation work, irrigation devices and equipment, sowing and fertilizer equipment, plant protection equipments, harvesting/reaping equipments, threshing/shelling equipments, trolleys for material handling









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Sr. No.	Module	Key Learning Outcomes	Equipment Required
No.		exposure of various business practices and analyze  Identify a location for the custom hiring agro service centre  State the selection criteria of a place where in large and small land holdings are located within a radius of 5 to 7 km and custom hiring centre is able to cater to 4 to 5 villages in an area  Identify factors for selecting the location such as availability of basic utilities like water, electricity accessibility to farms, farmers homes  Evaluate and identify machineries for hire based on farmer demand, competition and availability  Select sources of procurement for machinery and mode of purchase: cash or credit  Identify government incentives for starting agro service/custom hiring centre  Prepare a list of important machineries to be used on farm such as  Tractor/power tiller  Land preparation equipments  Land levelling equipments for soil conservation work  Irrigation devices and equipment  Sowing and fertilizer equipment  Plant protection equipments  Harvesting/reaping equipments  Threshing/shelling equipments  Trolleys for material handling tractor/power tiller  Calculate the estimate the costs expected to be incurred in setting up the business using fixed cost, variable cost, cost of labour  Select and identify external sources of funds  Identify and approach financial institutions for financial assistance  Practise filling of forms for long and medium term loans  Identify the process of applying for loans with all documents	









Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul> <li>Set business goal and timelines to accomplish the goal</li> <li>Identify process of brand name</li> <li>Calculate hiring price for the machinery based on procurement cost</li> </ul>	
4	Operationalize the agro service centre and develop a sustainable model  Theory Duration (hh:mm) 08:00  Practical Duration (hh:mm) 50:00  Corresponding NOS Code AGR/N1141	<ul> <li>Identify, select and place order right machinery and equipments by prior consultation</li> <li>Identify and select vendors for purchase of farm machineries and equipments</li> <li>Fill forms and submit necessary applications to relevant government departments and obtain utilities like water, power, communication etc</li> <li>Study state laws         <ul> <li>Shops and establishments act</li> <li>Taxation laws</li> <li>Labour laws</li> <li>Recruit workers as per the requirement</li> </ul> </li> <li>Illustrate the procurement process of farm equipments and machinery</li> <li>Check the quality of all received equipments from the vendor</li> <li>Display machineries and equipments properly</li> <li>Monitor operations on a daily basis and evaluate success or failure of business</li> <li>Identify and report any defects and warranty in the machineries/equipments received</li> <li>List stock spare parts for different machinery parts and prime mover</li> <li>Update with latest farming and agriculture practices</li> <li>Build farmer relationships and continuously engage with them</li> <li>Prepare and expand farmer database</li> <li>Maintain and update MIS on a daily basis</li> <li>Supervise minor repair and maintenance of farm machineries and implements</li> <li>Supervise and train the workers</li> <li>Publish advertisement of Custom Hiring centre</li> <li>Open a bank account</li> </ul>	Laptop, Audio-visual Aids









Sr. No.	Module	Key Learning Outcomes	Equipment Required
5	Ensure proper documentation and record keeping related to the farm mechanization unit / service centre  Theory Duration (hh:mm) 10:00  Practical Duration (hh:mm) 30:00  Corresponding NOS Code AGR/N1139	<ul> <li>State Importance of documentation</li> <li>Identify different types of records and its type</li> <li>Select types of document to be used in a Custom Hiring centre</li> <li>Record and maintain documents for         <ul> <li>Tools,</li> <li>Equipments and machineries</li> <li>Supplier/manufacturer details</li> </ul> </li> <li>Maintain a log book for tool, equipment or machinery use and time</li> <li>Maintain records and documents of recurring costs such as:             <ul> <li>inventory cost for storage of agriculture tools, equipments and machineries</li> <li>fuel/lubricant cost</li> <li>labour charges</li> <li>interest on bank loans</li> <li>maintenance cost of job performed by centre</li> <li>Maintain records and documents of periodical maintenance of each tool, equipment or machinery such as utilization, performance, breakdown details, corrective actions, etc.</li> <li>Maintain database of farmers along with frequency of visit</li> <li>Prepare balance sheet to assess profitability of business</li> </ul> </li> </ul>	Laptop, white board, marker, records, register
6	Maintain safety and hygiene at the workplace  Theory Duration (hh:mm) 10:00  Practical Duration (hh:mm) 10:00  Corresponding NOS Code AGR/N9903	<ul> <li>Maintain daily cash record</li> <li>Identify basic safety checks before operation of all machinery and vehicles</li> <li>List protective clothing or equipment</li> <li>Identify hazards of use and contamination mentioned on the labels of pesticides/fumigants etc</li> <li>Assess risks prior to performing manual handling jobs and work according to currently recommended safe practices</li> <li>Use equipment and materials safely and correctly and return the same to designated storage when not in use</li> <li>Dispose off waste safely and correctly in a designated area</li> </ul>	First aid kit









Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul> <li>Assess environmental damage with work</li> <li>Identify accidents, incidents or problems reporting procedure and reduce further danger</li> <li>Identify accidents, fires and emergencies, reporting procedure and measure</li> <li>Use emergency equipment in accordance with manufacturers' specifications and workplace requirements</li> <li>Administer first aid</li> </ul>	
	Total Duration: Theory Duration (hh:mm) 50:00  Practical Duration (hh:mm) 150:00	Unique Equipment Required: Laptop, white board, marker, projector, Asticks, Marking Powder or whitewash po Power tiller. Multi crop Power thresher, Washer, Sprayers, Mould board plough, preparation equipments, land levelling e work, irrigation devices and equipment, plant protection equipments, harvesting/threshing/shelling equipments, trolleys for tractor/power tiller	wder, 35 hp tractor, trailer, Vinnower, Self-Propelled cultivator, harrow, land quipments for soil conservation sowing and fertilizer equipment, reaping equipments,

Grand Total Course Duration: 200 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by Agriculture Skill Council of India)









# Trainer Prerequisites for Job role: "Custom Hiring Service Provider" mapped to Qualification Pack: "AGR/Q1112, v1.0"

Sr. No.	Area	Details			
1	Description	Trainer is responsible for educating the trainees – identify farm machineries and equipments required for selected area, conduct market survey on identified machineries to understand demand, identify and assess the government incentives and schemes in this area, establish an Custom Hiring Centre for setting up and managing the centre for renting farm machineries and equipments as per the requirement of farmers			
2	Personal Attributes	Trainer should be Subject Matter Expert. He/ she should have good communication, leadership, observation and practical oriented skills.			
3	Minimum Educational Qualifications	10+2 with Science			
4a	Domain Certification	Certified for Job Role: "Custom Hiring Service Provider" mapped to QP: AGR/Q1112, v1.0". Minimum accepted score is 80%.			
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score as per respective SSC guidelines is 80%.			
5	Experience	<ul> <li>B Tech in Mechanical / Agriculture engineering</li> <li>B Sc Agriculture with 1 year of relevant work experience and 2 years of total work experience</li> <li>Diploma / ITI (Mechanical / Agriculture engineering) with 3 years of relevant work experience</li> <li>10+2 with Science and having any Certificate course in Farm Mechanization with 5 years of relevant work experience</li> </ul>			









#### **Annexure: Assessment Criteria**

Job Role Custom Hiring Service Provider

Qualification Pack AGR/Q1112, v1.0

Sector Skill Council Agriculture Skill Council of India

## **Guidelines for Assessment**

- 1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
- 2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
- 3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
- 4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
- 5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
- 6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
- 7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.









	Compulsory		Marks A	llocation	
Total Marks: 500					
Assessment outcomes	Assessment criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
AGR/N9910 Undertake entrepreneurship activities	PC1. conduct market survey and analyze market demand based on market trend, existing competition, current requirement, market status, etc	100	7	2	5
	PC2. identify possible sources of finance/loan		6	2	4
	PC3. identify potential farmers and maintain farmer database		7	2	5
	PC4. conduct target market assessment and decide positioning of products/services which is easily accessible to potential buyers		7	2	5
	PC5. identify suitable location for ease of conducting business		6	2	4
	PC6. identify and lead a team for management of business		6	2	4
	PC7. ensure compliance with all government laws, local state laws and other regulations as maybe applicable		7	2	5
	PC8. interact with successful entrepreneurs and business people in a similar field to gain expertise		7	2	5
	PC9. identify distribution and marketing channels considering the requirements and constraints associated with the same		7	2	5
	PC10. set a pricing strategy for the product/service based on the value of the product and modify pricing as and when required		7	2	5
	PC11. conduct risk assessment and identify opportunities for scaling up the business		7	2	5
	PC12. collect information related to various subsidies/funds/ schemes offered by the government, authorized state units and other financial institutions		7	2	5
	PC13. track and maintain records, and monitor them on a regular basis		6	2	4
	PC14. develop and execute promotional strategies for the business based on the budget and target segment		7	2	5









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	PC15. implement processes which help in minimizing costs and maximizing profits		6	2	4
			100	30	70
2. AGR/N1140 Prepare for setting up custom hiring centres	PC1. establish the importance of custom hiring agro service centres in development of rural areas and their important characteristics	100	4	1	3
	PC2. interpret government policies for promotion of agriculture mechanization and agro service centres		4	1	3
	PC3. plan tours to local nearby villages with established custom hiring and agri service centres		4	1	3
	PC4. conduct local surveys to understand the current trend and needs of machineries in the area		4	1	3
	PC5. carry out discussions with established entrepreneurs, experts and experienced people in this domain		4	1	3
	PC6. use the exposure visits to gain exposure of various business practices and analyze if there is any difference from location to location		4	1	3
	PC7. identify a location for the custom hiring agro service centre		4	1	3
	PC8. select a place wherein large and small land holdings are located within a radius of 5 to 7 kms		4	1	3
	PC9. ensure that one custom hiring centre is able to cater to 4 to 5 villages in an area and should be equidistant from villages		4	1	3
	PC10. consider other factors also while selecting the location such as  — availability of basic utilities like water, electricity  — accessibility to farms, farmers homes  — safe environmental surroundings, e.g.		5	2	3
	away from factories which produce hazardous chemicals				
	PC11. evaluate and identify machineries for hire based on farmer demand, competition and availability		4	1	3
	PC12. identify sources of procurement for machinery and mode of purchase:	_	4	1	2
	<ul><li>cash</li><li>credit</li></ul>		+	ı	3
	PC13. seek information regarding government department/organization incentives in starting agro service/custom hiring centre		4	1	3
	PC14. conduct market survey on identified machineries to understand demand, strengths and weaknesses		4	1	3
	PC15. prepare a list of important machineries used on farm such as:		E	2	9
	<ul><li>tractor/power tiller</li><li>land preparation equipments</li></ul>		5	2	3
<u> </u>		I			









	land levelling equipments for soil				
	conservation work  — irrigation devices and equipment				
	sowing and fertilizer equipment				
	plant protection equipments				
	<ul> <li>harvesting/reaping equipments</li> </ul>				
	<ul> <li>threshing/shelling equipments</li> </ul>				
	<ul> <li>trollies for material handling</li> </ul>				
	PC16. draw up and estimate the costs expected to be incurred in setting up the business				
	<ul><li>fixed cost</li></ul>		5	2	3
	<ul><li>variable cost</li></ul>				
	cost of labour				
	PC17. identify potential external sources of funds based on factors such as				
	<ul> <li>length of time for which funds are available</li> </ul>		4	1	3
	<ul><li>— costs involved</li></ul>				
	PC18. approach financial institutions for financial assistance such as  — commercial/regional rural/co-operative				
	NABARD: national bank for agriculture and rural development - which provide long, medium and short term loans		4	2	2
	PC19. apply for long and medium term loans to purchase land, construct factory building/shed and to purchase machineries and equipments		4	2	2
	PC20. apply for loans in the financial institutions and commercial banks by submitting formal application along with following documents (as applicable)				
	<ul> <li>loan application (duly filled)</li> </ul>		5	2	3
	<ul> <li>proof of possession of land/building</li> </ul>			_	
	budgetary quotations of plant and machinery				
	<ul><li>project report</li></ul>				
	PC21. assess how your farmers, partners, competitors and suppliers view your business		4	1	3
	PC22. work out clear business goal and set timeline to accomplish the goal		4	1	3
	PC23. select a suitable brand name		4	1	3
	PC24. fix a suitable hiring price for the machinery based on procurement cost, competitor cost and profitability		4	1	3
			100	30	70
3. AGR/N1141			<del></del>	<del>                                     </del>	<del></del>
Operationalize the agro service centre and develop	PC1. select and order right machinery and equipments by prior consultation  PC2. identify and select vendors for	100	5	2	3









	PC3. submit necessary applications to relevant government departments and obtain utilities like water, power,		6	2	4
	communication etc PC4. ensure adherence to state laws,	-			
	regulations and other laws pertaining to commercial establishments such as:				
	<ul> <li>shops and establishments act</li> </ul>		6	1	5
	— taxation laws		Ü		Ü
	<ul><li>labour laws</li><li>dangerous machines(regulation), act</li></ul>				
	1983				
	PC5. recruit workers as per the requirment		5	2	3
	PC6. procure farm equipments and machinery to be put on hire		5	2	3
	PC7. check the quality of all received equipments from the vendor		5	1	4
	PC8. display machineries and equipments properly		5	1	4
	PC9. manage logistics for distribution	-	5	1	4
	PC10. monitor the operations on a daily basis and evaluate success or failure of business		6	2	4
	PC11. check and report any defects and warranty in the machineries/ equipments received		5	2	3
	PC12. stock spare parts for different machinery parts and prime movers		5	1	4
	PC13. keep upto date with latest farming and agriculture practices		5	1	4
	PC14. build farmer relationships and continuously engage with them		5	1	4
	PC15. prepare and expand farmer database		5	2	3
	PC16. maintain and update MIS on a daily basis		5	2	3
	PC17. supervise minor repair and maintainenance of farm machineries and implements		6	2	4
	PC18. supervise and train the workers		5	1	4
	PC19. monitor the business plan on a regular basis and make modifications as and when requried		6	2	4
	•		100	30	70
4. AGR/N1139 Ensure proper documentation and	PC1. document and maintain records of recurring costs such as:  — inventory cost for storage of agriculture	100			
record keeping related to the farm	<ul> <li>inventory cost for storage of agriculture tools, equipments and machineries</li> </ul>				
mechanization unit/ service centre	<ul><li>fuel/lubricant cost</li></ul>		15	5	10
SSI VIOC SCITTE	<ul><li>— labour charges</li></ul>		.5		
	<ul><li>interest on bank loans</li></ul>				
	maintenance cost of job performed by centre				
	PC2. document and maintain records of tools, equipments and machineries and their supplier/manufacturer details, manuals, annual maintenance details,		15	5	10
	etc.				









PC3. maintain a log book for tool, equipment or machinery use and the time that it was used for PC4. document and maintain records of periodical maintenance of each tool, equipment or machinery such as utilization, performance, breakdown details, corrective actions, etc.  PC5. document and maintain database of farmers along with frequency of visit and sales details  PC6. maintain a balance sheet to assess profitability of business  PC7. maintain a balance sheet to assess profitability of business  PC7. maintain a daily cash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a daily bash record to keep a record of cash recleved from sales on a few profits of the sales of t							
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profitability of business PC7. maintain a daily cash record to keep a record of cash recived from sales on a daily basis  PC1. undertake basic safety checks before operation of all machinery and vehicles and report all potential hazards to the supervisor  PC2. identity work for which protective clothing or equipment is required and perform those duties in accordance with workplace policy PC3. read and understand the hazards of use and contamination mentioned on the labels of pesticides/funigants, etc. PC4. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices  PC5. use equipment and materials safely and correctly and return the same to designated storage when not in use PC6. dispose off waste safely and correctly in a designated area PC7. recognize risks to bystanders and take action to reduce risk associated with jobs in the workplace PC8. perform work in a manner which minimizes environmental damage all procedures and ensure work instructions for controlling risks are followed closely PC9. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger PC10. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation PC11. follow emergency procedures to company standard / workplace		PC5.	document and maintain database of farmers along with frequency of visit		14	4	10
record of cash recieved from sales on a daily basis  5. AGR/N9903 Maintain health and safety at the workplace  PC1. undertake basic safety checks before operation of all machinery and vehicles and report all potential hazards to the supervisor  PC2. identify work for which protective clothing or equipment is required and perform those duties in accordance with workplace policy  PC3. read and understand the hazards of use and contamination mentioned on the labels of pesticides/fumigants, etc.  PC4. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices  PC5. use equipment and materials safely and correctly and certum the same to designated storage when not in use  PC6. dispose off waste safely and correctly in a designated area  PC7. recognize risks to bystanders and take action to reduce risk associated with jobs in the workplace  PC8. perform work in a manner which minimizes environmental damage all procedures and ensure work instructions for controlling risks are followed closely.  PC9. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger  PC10. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation  PC11. follow emergency procedures to company standard / workplace requirements		PC6.			14	4	10
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use and contamination mentioned on the labels of pesticides/fumigants, etc.  PC4. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices  PC5. use equipment and materials safely and correctly and return the same to designated storage when not in use  PC6. dispose off waste safely and correctly in a designated area  PC7. recognize risks to bystanders and take action to reduce risk associated with jobs in the workplace  PC8. perform work in a manner which minimizes environmental damage all procedures and ensure work instructions for controlling risks are followed closely  PC9. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger  PC10. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation  PC11. follow emergency procedures to company standard / workplace requirements			clothing or equipment is required and perform those duties in accordance with workplace policy		7	2	5
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PC8. perform work in a manner which minimizes environmental damage all procedures and ensure work instructions for controlling risks are followed closely  PC9. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger  PC10. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation  PC11. follow emergency procedures to company standard / workplace requirements  7 2 5		PC7.	recognize risks to bystanders and take action to reduce risk associated with		7	2	5
problems without delay to an appropriate person and take necessary immediate action to reduce further danger  PC10. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation  PC11. follow emergency procedures to company standard / workplace requirements  7 2 5		PC8.	minimizes environmental damage all procedures and ensure work instructions for controlling risks are followed closely		7	2	5
accidents, fires and emergencies, including communicating location and directions for emergency evacuation  PC11. follow emergency procedures to company standard / workplace requirements  7 2 5			problems without delay to an appropriate person and take necessary immediate action to reduce further danger		7	2	5
company standard / workplace 6 2 4 requirements		PC10.	accidents, fires and emergencies, including communicating location and		7	2	5
PC12 use emergency equipment in		PC11.	company standard / workplace		6	2	4
accordance with manufacturers' 7 2 5 specifications and workplace requirements		PC12.	use emergency equipment in accordance with manufacturers' specifications and workplace		7	2	5
		PC13	provide treatment appropriate to the		7	2	5









patient's injuries in accordance with recognized first aid techniques				
PC14. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		6	2	4
PC15. report details of first aid administered in accordance with workplace procedures.		6	2	4
		100	30	70
GRAND TOTAL		500	150	350