

LEARNING	READING	WRITING	ORAL COMMUNICATION	NUMERACY
analyse	according to signs, codes and labels	accident report	access relevant information	according to signs, codes and labels
assess	appropriate documentation	chart	allocate	adjust
check	check	complete reports	clarify meaning or advice	allowance
confirm	comply with directions	documentation	communicate	calculate
contingencies	confirm	email	confirm	collect data
develop	contracts	hazard report	consult	computations
follow up	email	incident report	contribute	convert
ideas	filed	information is organised in a suitable format	delegate	determine value
identify	follow written procedures	label	discuss	estimate
improve	identify	maintain records	explain	formula
initiative	interpret	marked	feedback	interpret charts and graphs
learn	Job Safety Analysis (JSA)	monitor	follow verbal instructions or procedures	Job Safety Analysis (JSA)
plan	label	note/notes are taken	identify	levels
possible variation	legislative requirements	notify	inform	Material Safety Data Sheet (MSDS)
prioritise	marked out	outline	liaise	measuring techniques
review	monitor	proforma	listen	promptly
select	Material Safety Data Sheet (MSDS)	record information/ data	meeting	proportion
sharing	obtain information	report	monitor	size
	organisational requirements	tagged	refer to	specifications
	plans	written reporting	relate to	time
	records are maintained		negotiate	tolerance
	Safe Work Method Statement (SWMS)		notify	
	signs and symbols		question	
	specifications		supervise	
	understanding		team discussions	
	work or assignment instructions		use questions	
	written reporting		verbal reporting	