

PRACTICAL EXAMINATION

As employer, it is your responsibility to ensure your workers are trained specific to the equipment and gear they will be using, as well as the situation in which that equipment will be used. The training presentation and written exam satisfies the requirements for classroom training. But to be in complete compliance, regulations dictate that operators/workers must also pass a practical examination and observation portion.

This is the employer's opportunity to watch the trainee in a controlled environment in order to assess whether or not they have successfully applied in the field what he or she learned in the classroom. While regulations do not specifically outline the extent of such an observation, you should take the time to observe them in regards to the jobs they will be performing on a daily basis. At the very least, this should entail going through a pre-shift inspection as well as basic principles governing safe operations or work practices.

To assist with this responsibility, we have provided a general exam you may use in administering the practical examination. Feel free to use it as is or as a guide to create one more specific to your employee, equipment, worksite, or job needs.

HOW TO USE IT: *It's as easy as 1, 2, 3 . . .*

1. Simply observe their knowledge based on the modules included.
2. Go down the list, checking off that they satisfactorily performed each task.
3. When done, sign it and file it along with the examination and certificate.

Work Safe, Stay Safe

Note to instructor: The following is to be used in your workplace. It is meant to assess employee's knowledge of the fire prevention systems in place in your work area. Instructors should work 1 on 1 or in small groups with employees. Each employee should be given a copy of the practical examination sheet and should be able to demonstrate general awareness of the following.

- Employees should know their responsibilities for the companies Fire Prevention Plan, Emergency and Evacuation plan, and the Hazard Communication plan.
- Employees should also know the location of the plans if they feel that they need a review of their responsibilities.
- Employees should know where fire extinguishers are and how to operate them.
- They should know the assigned exit routes are.
- Where the manual fire alarms are.
- Show that they have the knowledge of the requirements of egress so not to violate the evacuation plan.
- How to choose, inspect, and use PPE.
- Demonstrates they know how to contact emergency responders.
- Employees know where the emergency meeting area is and if a buddy system is used they know who they account for.

OHV Evaluation Form

Operator's Name: _____ Date: _____

Evaluator's Name: _____

The purpose of the OHV evaluation form is to aid the evaluator in assessing the worker's competency regarding OHV operations. Items may be added or deleted depending on the operating environment or the needs of your company.

Pre-shift Inspection:

	Sat.	Unsat.	Remarks
Checks manual/maintenance chart			
Fuel, oil, coolant, other fluids			
Tracks/Tires & Rims			
Warning devices, lights			
Boom, Hydraulics (If applicable)			
Bucket/Attachment Hydraulics (If applicable)			
Attachment Secured check			
Operator's cab and controls			
Fire Extinguisher			
Labels, Cap. Plates, Op. Manual			

Operational Checks ("Key On"):

	Sat.	Unsat.	Remarks
Horn			
Operator controls			
Test all hydraulic functions (If applicable)			
Lock Boom (If applicable)			

Operating the OHV:

	Sat.	Unsat.	Remarks
Loads Properly			
Bumps Correctly			
Maintains control			
Safe travel speed, maneuvering			
Demonstrates understanding of stability/slope travel			
Communication/Hand Signals			
Demonstrates what to do if worker enters work area			
Demonstrates backing up			
Attachment Securement (If applicable)			
Sets parking brake when parking			
Loads OHV on trailer correctly			

Supervisor/Trainer Signature

Date

