



# OBSERVATION FORM



As employer, it is your responsibility to ensure your operators receive training 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 administered by a qualified trainer.

This is the employer's opportunity to observe trainees in a controlled environment in order to assess whether they have successfully applied the principles from the classroom instruction.

While regulations do not specifically outline the extent of such an observation, you should take ample time to observe the trainee practicing the tasks they will be performing on the work site. At the very least, this should include carrying out a pre-shift inspection as well as other basic principles that govern safe operations or work practices.

If any voice and hand signals are required as part of the job, the trainee should also demonstrate an understanding of these signals and their corresponding functions.

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

## HOW TO USE IT:

- 1 Simply **OBSERVE** the trainee's competency based on the modules included.
- 2 Follow the list, **CHECKING THE BOX** to indicate whether they satisfactorily performed each task.
- 3 When done, **SIGN AND FILE** this form along with the examination record and certificate.

**WORK SAFE, STAY SAFE**



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EMPLOYEE'S NAME: \_\_\_\_\_ TOPIC/EQUIPMENT: \_\_\_\_\_

EVALUATOR'S NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

The purpose of the evaluation form is to aid the evaluator in assessing the worker's competency to safely apply in the field the principles learned in the classroom. Items may be added or deleted depending on the working environment or the needs of your employees and company.

SATISFACTORY?		TASK	REMARKS
YES	NO		
MICROORGANISMS:			
		Performs first aid for cuts/scrapes	
		Demonstrates basic hygiene	
		Knowledge of preventing infection	
		Understands dangers of Tetanus	
		Understands dangers of Staph & MRSA	
		Understands proper use of medication on worksites	
FUNGI:			
		Identifies mold growths	
		Lists potential reactions to mold	
		Knows how to prevent mold	
		Dons proper PPE for mold removal	
		Fits respirator properly	
		Safely removes mold	
		Understands dangers of Histoplasmosis	
		Demonstrates proper removal method for contaminated soil	
PLANTS:			
		Identifies poisonous plants	
		Demonstrates how to treat rashes from poisonous plants	
		Demonstrates correct removal methods for poisonous plants	
		Dons correct PPE for dealing with hazardous plants	
INSECTS:			
		Inspects PPE & worksites for insects	
		Knows how to react to stinging insects at worksites	
		Remains aware of surroundings during insect attack	
		Recognizes poisonous insects	
		Responds quickly if coworker is stung or bitten by insect	



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## INSECTS (CONT'D):

		Knows how to avoid insect attacks	
		Recognizes the signs & symptoms of Lyme disease	
		Recognizes and prevents insect habitats	

## ANIMALS:

		Identifies poisonous snakes	
		Responds to a snake bite quickly	
		Dons correct PPE	
		Understands hazards associated with mice and birds	
		Demonstrates proper removal for method for contaminated soil	

\_\_\_\_\_  
Supervisor/Trainer Name & Signature

\_\_\_\_\_  
Date