



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



OBSERVATION FORM

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		
PRE-SHIFT (VISUAL, FUNCTIONAL):			
		Knows Where Chainsaws Are Stored	
		Shows An Understanding of Safe Handling of the Chainsaw	
		Shows an Understanding of Safety Features on Chainsaw	
		Checks for Any Damage to the Body	
		Inspects Bar	
		Inspects Chain	
		Inspects Throttle Handle	
		Inspects Vibration Dampeners	
		Inspects Fuel Level	
		Inspect Bar Oil Level	
		Inspects Front Handle	
		Demonstrated Ability to Correctly Engage Chain Brake	
OPERATIONS:			
		Demonstrates Ability to use the Chainsaw Properly	
		Demonstrates Ability Start the Chainsaw Properly	
		Uses a Spotter Correctly (if Necessary)	
		Demonstrates Understanding of Potential Hazards	
		Wears Necessary PPE	
		Ensures those in the Area are at a Safe Distance Away	



OBSERVATION FORM

ADDITIONAL/POST-SHIFT:

		Inspects Equipment After Use	
		Stores Equipment After Use	
		Mixes Fuel Properly	
		Refills the Bar Oil When Refueling Saw	
		Demonstrates Understanding of What to do When Damage is Noted	

Supervisor/Trainer Name & Signature

Date