



# 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):			
		Determines what equipment is best for the job	
		Inspects (where applicable):	
		PPE for Damage (cuts, holes, etc.)	
		Machine guards	
		Site for hazards and fire protection	
		Shoring & reshoring	
		Equipment & Machinery	
		Formwork	
		Scaffolding	
		Steel tendons in prestressed concrete	
		Jacking equipment	
		Follows LOTO procedures correctly	
		Has respirator fit tested	
		Performs a user seal check on respirator	
OPERATIONS:			
		Handles reinforcing steel carefully	
		Secures wire mesh before cutting	
		Installs rebar caps	
		Stays clear of loads being hoisted	
		Maintains a clear workspace	
		Stores materials & equipment at least 4ft from working edges	
		Replaces equipment in storage	
		Securely stacks materials	
		Maintains clear paths for machinery	
		Works safely around lifting machinery	
		Uses approved lifting hardware & slings	
		Adheres to lifting capacity	
		Stays aware of where the machinery is	
		Knows the emergency stop signal	
		Adheres to formwork drawings	



# OBSERVATION FORM

		Tests concrete strength properly	
		Stacks Masonry units correctly	
		Shores & braces masonry units correctly	
		Follows limited access zone restrictions	
		Dons job-appropriate PPE correctly	
<b>ADDITIONAL/ POST-SHIFT:</b>			
		Cleans Respirator	
		Cleans worksite & Equipment	
		Doffs PPE correctly	
		Washes concrete-soaked PPE	
		Keeps concrete-soaked clothing seperate	

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

\_\_\_\_\_  
Date