



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		
LOADS:			
		Secures load	
		Lowers load & powers down machine before exiting	
		Avoids working underneath loads	
		Inspects machinery for damage and wear	
CRANES:			
		(Signalers) Maintains communication with machine operators	
		(Signalers) Keeps unauthorized workers out of the operating area	
		Prevents swinging loads	
		(Crane Operators) Demonstrates how to prevent swinging loads	
		Avoids swing radius	
HEIGHTS:			
		Secures tools	
		Uses tool tethering systems correctly	
		Hoists tools safely in buckets	
		Inspects elevated work platforms for <ul style="list-style-type: none">• toe boards• guardrails• screens or panels	
		Inspects canopies or nets for damage	
		Stays focused on task	
		Stops machine completely to clear debris	
		Knows how to respond to emergencies	
HOUSEKEEPING:			
		Cleans work area during, and after work	
		Stores equipment away from working edges	
		Stores bricks correctly	
		Maintains barricades	
		Correctly identifies hazards on the worksite	
PPE:			
		Inspects PPE for wear and damage	
		Wears appropriate PPE	
		Dons PPE correctly	



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Supervisor/Trainer Name & Signature

Date