



# OBSERVATION FORM



As employer, it is your responsibility to ensure your operators receive training and are able to sufficiently apply the procedures they have learned in the event of an emergency. 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 general tasks that may be used in an emergency. At the very least, this should include observing the employee's proper evaluation of a situation, correct use of CPR, and correct application of first aid.

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		
IMPORTANT STEPS:			
		Evaluate the area before approaching	
		Checks for a response from victim	
		Tells someone to call 9-1-1	
		Tells someone to grab AED	
		Shouts for help	
		Makes sure victim is on flat surface	
		Checks for pulse (optional)	
		Remove clothing that is in the way	
CPR:			
		Performs 30 compressions	
		Correct compression speed (100bpm)	
		Correct compression strength	
		Uses shoulders and body weight to compress	
		Gives two rescue breaths	
		Stops CPR when AED arrives	
		Proper AED application	
		Follows AED instructions	
FIRST AID:			
		Demonstrates Heimlich Maneuver	
		Correct use of bandaging to stop bleeding	
		Makes proper slings and splints	
		Correct use of chemical wash stations	
		Follows procedures for treating burns	
		Follows procedures for treating heart attacks	
		Follows procedures for treating poisoning	
		Proper use of Epi-pen	

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

\_\_\_\_\_  
Date