



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):			
		Check Gas, Oil & Other Fluids	
		Nuts, Bolts, Pins	
		Battery & Other Electric Components as Needed	
		Saw Blades	
		Abrasive Wheel	
		Tool Attachments are Designed for the Tool	
		Safety Guards	
		Controls & Locks	
		Hydraulic Components	
		Pneumatic Components	
		Hoses/Nozzles	
		Tubes	
		Labels, Warnings	
		Operator's Manual/Maintenance Chart	
		HazCom	
		On & Off Switches	
OPERATIONS:			
		Hand Placement	
		PPE	
		Knowledge of the Material	
		Ensures Surroundings are Safe	
		Safe Pace/Speed	
		Correct Tool/Attachment for the Job	
		Not Putting Others at Risk	
		Attachment Security	
		Knowledge of the Work Site Hazards	
		Demonstrates Careful Use of Cutting Tools	
		Knowledge of Guarding Devices	
		Demonstrates Careful Use of Powder Actuated Tools	

Supervisor/Trainer Name & Signature

Date