



# 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):			
		Observe Combustible Materials in Vicinity	
		Moves Any Possible Combustible Materials at Least 35 Feet Away	
		Covers Those That Cannot Be Moved With a Fire Protectant	
		Uses Guards, if Needed, to Confine Heat, Sparks, & Slag	
		Sweeps Floor Clear of Combustible Materials in 35 Foot Radius	
		Checks the Other Side of the Walls for Combustible Materials	
		Inspects Area for Release of Flammable Vapors or Liquids	
		Stops Any Leakage of Flammable Vapors & Airs Out Room Before Beginning Work	
		Thoroughly Tests Any Confined Spaces	
		Posts Signs Around Work Area	
		Inspects All Equipment For Damage	
		Written Permit is Granted if All is Well	
OPERATIONS/POST-SHIFT:			
		Wears Proper PPE	
		Wears Fall Protection, if Required	
		Uses a Booth or Barrier as Needed	
		Demonstrates Familiarity with Equipment	
		Demonstrates Knowledge of how to wear a Respirator if Required	
		Cleans Area & Picks up Tools When Work is Finished	

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

\_\_\_\_\_  
Date