



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:

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|---|---|
| 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):			
		Has Read & Knows Where to Find Manufacturer Manual	
		Shows an Understanding of Different Ladder Types & Uses	
		Able to Point Out Load Ratings & Demonstrates Understanding of Them	
		Checks for Required Markings & Labels	
		Inspects Steps & Rungs	
		Inspects Rails, Pail Shelf, Top, Spreader Bars, Bracing, Shoes, Rivets	
		Inspects Cages (Fixed Ladders)	
		Demonstrated Ability to Correctly Make a Job-Made Ladder	
		Demonstrates Understanding of What to do When Damage is Noted	
ADDITIONAL/POST-SHIFT:			
		Demonstrates Ability to Choose the Correct Ladder for the Job	
		Demonstrates Ability to Safely Set Up Ladder	
		Uses a Spotter Correctly	
		Take Down, Moves Ladder Safely	
		Demonstrates Understanding of Hazards	
		If Intended to be Used as Scaffolding, Sets it up Correctly, & Safely	
		Wears Proper PPE	
		Demonstrates Proper Mounting, Climbing, Dismounting Techniques	
		Sets Up Barrier to Protect From Pedestrians, Other Workers	
		Uses, Inspects Fall Protection as Needed	
		Stows Ladder Correctly for Later Use	

Supervisor/Trainer Name & Signature

Date