



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):			
		Recognizes the different characteristics between black, brown, and polar bears	
		Recognizes the food sources that attract bears naturally	
		Recognizes what food to avoid bringing that may attract bears due to their strong scent	
		Identifies different bear tracks	
		Inspects bear spray for safety clip	
		Inspects noise makers	
		Inspects gear such as backpack, tent, sleeping bag, rope, cooking utensils, etc.	
		Inspects bear bag for rips and tears	
OPERATIONS:			
		Cleans cooking utensils immediately after use	
		Disposes properly of food scraps	
		Properly stores food and toiletries	
		Elects to use scent-free products such as deodorant, shampoo, bug spray, etc.	
		Bear spray is on their person always and is easily accessible	
		Stays away from any carcasses, berry patches, fish spawn, etc.	
		Travels in groups to make noise to alert wildlife of their presence	
		Stays alert for bear signs including tracks, scat, scratch marks on trees, etc.	
ADDITIONAL/POST-SHIFT:			
		Cleans up their campsite of any leftover food or garbage	
		Does not approach any bears that may be spotted	

Supervisor/Trainer Name & Signature

Date