



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



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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		
AIR TESTING, RESPIRATOR SELECTION, AND FIT TESTING			
		Understands that air contaminants are possible in the workplace	
		Knows permissible hazard levels	
		Arranges to have air testing done by a trained specialist	
		Utilizes Hierarchy of Controls to mitigate any hazards present	
		Tests air again to determine if any hazards remain	
		Uses PPE as a last resort if there are still hazards	
		Selects proper respirators according to the contaminants and their levels in the workplace	
		Undergoes medical testing	
		Ensures proper fit of respirator through fit testing	
EQUIPMENT INSPECTION:			
		Thorough inspection of necessary PPE	
		Ensures there is no significant wear or tear	
		Ensures components work as intended	
		Establishes comprehension of respirator inspection, use	
		Checks tank pressure	
		Checks filters and cartridges	
		Checks straps and face piece	
		Knows when to replace cartridges or filters	
		Ensures that hoses on air-line respirators are sufficient length for the task	
POST-SHIFT RESPIRATOR CARE:			
		Uses a manufacturer-approved wipe after every use	
		Deep cleans respirator frequently	



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		Thoroughly washes all straps, valves, hoses, diaphragms, and other components	
		Removes filters and cartridges and disassembles face pieces	
		Washes components in warm water or soaks in hypochlorite or aqueous solution	
		Rinses thoroughly and hand dries	
		Reassembles and stores in a safe way that maintains the respirator's natural shape	

Supervisor/Trainer Name & Signature

Date