



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):			
		Base & Sole Plates	
		Casters	
		Standards, Ledgers, Putlogs	
		Toe Boards	
		Guardrails & Mid Rails	
		Planks	
		Ladders	
		Ends, Couplers, Spigots	
		Guys, Ties, Braces	
		Warning Labels, Capacity Tags	
OPERATIONS:			
		Fall Protection	
		Tagging	
		Hard Hat	
		PPE	
ADDITIONAL/POST-SHIFT:			
		Safe Climbing Up/Down	
		Hoisting & Lowering Materials	
		Barricades by Roadway	
		Communication	
		Safe Distribution of Weight	
		Understanding of Weather Hazards	
		Clean Work Area	
		Locking Out Power Sources	
		Understands Potential Hazards/Response	
		Use of Safety Nets	

Supervisor/Trainer Name & Signature

Date