



# 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		
PRE-SHIFT (VISUAL, FUNCTIONAL):			
		Knows Where the Snowblowers are Stored	
		Demonstrates Familiarity with the Machine's Operator's Manual	
		Shows an Understanding of Safety Features on Snowblowers	
		Checks for Damage to the Body	
		Inspects Safety Labels	
		Inspects Controls (Key Off)	
		Inspects Discharge Chute & Deflector	
		Inspects Chassis	
		Inspects Wheels & Tires/Tracks	
		Inspects Auger & Impeller	
		Inspects Gear Case	
		Inspects the Engine, Oil, & Fuel	
		Inspects Scraper Blade & Skid Shoes	
		Inspects Controls (Key On)	
OPERATIONS:			
		Demonstrates Ability to Use the Snowblower Properly Overall	
		Demonstrates Ability to Select & Use Appropriate Winter Clothing/PPE	
		Demonstrates Ability to Start the Snowblower Properly	
		Demonstrates Understanding of Potential Hazards	
		Demonstrates Ability to Inspect Workplace & Plan Safe Work Route	
		Ensure Those in the Area are at a Safe Distance Away	
		Demonstrates How to Angle the Discharge Chute & Deflector	
		Demonstrates Safe Forward & Backward Movement	



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		Demonstrates Knowledge of How to Stop Snowblower in an Emergency	
		Demonstrates Knowledge of How to Shut Off the Snowblower	
		Inspects Equipment After Use	
		Demonstrates Proper Short-Term Storage	
		Demonstrates Safe Snow Dislodging Techniques	
		Demonstrates Understanding of Long-Term Storage Methods	

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

\_\_\_\_\_  
Date