

OPERATOR PRACTICAL EVALUATION RECOMENDATIONS

As the employer, you are responsible to deem the competence of all employee's and ensure your operators training is specific to the equipment and safety gear they will be using, as well as the situation in which that equipment will be used. Summa Safety's online training and written exam meets CSA and OH&S requirements for classroom training. To be in complete compliance, regulations dictate that operators must also be found to be competent by means of a practical operation evaluation of the machine.

This practical evaluation is the employer's opportunity to observe the employee in a safe environment that is specific to your industry and assess whether or not they show the skills necessary to be deemed competent as an operator of that machine. Operators should also demonstrate an understanding of voice and hand signals used on their site and their corresponding functions. It is also very beneficial to go over the evaluation with the employee after completion to provide any guidance or recommendations necessary. **(If evaluating a new operator make sure to choose a safe location away from other people and hazards.)**

While regulations do not specifically outline the extent of the practical evaluation, OH&S does require that employers meet the due diligence required to supervise employees in regards to the jobs they will be performing on a daily basis. So this evaluation sheet will also inform supervisors and safety personnel about what is important to watch over in their required daily supervision of the site.

Summa Safety has provided this general practical evaluation sheet that will assist in determining and documenting an employee's competence in practical operation of the machine. Most supervisors and safety personnel will find that they already naturally perform many of the evaluation points in their daily supervision duties without even thinking about it. Feel free to use the evaluation sheet as is or as a guide to create one more specific to your industry, equipment, worksite, or job needs. Different worksites vary greatly and performing this evaluation in-house rather than having it done at a training course will result in better training and in turn make things safer for the operator and other employees.

We have made using the evaluation sheet a very simple process

1. Simply observe their knowledge based on the machine and it's use confirming their competence with the machine.
2. Go down the list, checking off that they satisfactorily performed each task.
3. Go over the evaluation with the employee to help them become a safer operator.
4. When done, sign it and file the documentation of the evaluation.

It's that simple. Performing an industry site/job specific evaluation ensures your workers receive the highest level of training possible.

