



Task: The Operation of the _____

Objectives: Employee will demonstrate safe operating procedures for performing the task at hand as well as to correctly understand the safety signs that are posted on the equipment.

****Operation of the machine / Tool****

The designated company trainer will observe the trainee as he/she properly operates the machine in a given area, this will continue until the designated competent person feels that the trainee fully understands the proper procedures.

If the trainee fails to show proper operating procedures, the trainer will go back over the information for the failed procedure. Once covered material is covered the trainer will re-observe the trainee perform the task again until the trainer is satisfied that the trainee has the proper skills to perform tasks with this piece of equipment.

C.) The remainder of the task training will be accomplished through the employee (trainee) practicing the operational steps while being closely observed by a competent trainer while performing the task. When the competent person states that the newly-assigned employee has demonstrated proficiency in performing the task safely, the task training will be considered completed. Once completed; the signatures of both employees is required below.

Completed
Date: _____

(Print Name)
Trainee: _____

Completed
Date: _____

(Print Name)
Competent
Person: _____

Duration of Training: _____

Trainee (signature): _____

(I certify that the above training has been completed)

Competent Person (Signature): _____
(Signature of person responsible for health and safety training)