

# SAFE WORK TRAINING SIGN OFF SHEET

## EQUIPMENT –

**EMPLOYEE NAME** \_\_\_\_\_

**DATE OF TRAINING** \_\_\_\_\_

OPERATOR TRAINING AKNOWLEDGEMENT FORM (The following post training form must be completed prior to allowing the employee to operate the above equipment).

(\*This form does not replace the need for ongoing supervision/evaluation of the employee operation of equipment, with added training as needed)

By signing below, the Employee acknowledges they:

- Understand the risks associated with the operation of the above-named equipment, as outlined in the attached SAFE Work Procedures/Risk Management document.
- Must adhere to all steps necessary to operate equipment safely as outlined in the attached SAFE Work Procedures document.
- Have read the relevant Equipment Operators Manual and shall adhere to all the rules and procedures for this piece of equipment that are contained therein.
- Have participated in thorough training related to the safe operation of the above equipment and has demonstrated to the trainer that they are competent in the same.
- Understand their responsibility related to PPE, reporting of issues (close calls, incidents, damages, and operational deficiencies) to the appropriate Management.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

By signing below, the Employer (Supervisor) acknowledges they:

- Have provided all written materials listed above to the employee and ensured that the information has been read.
- Have provided thorough training in the above equipment and ensured that the employee is competent in the operation of the same before signing this form.
- Have ensured the employee has had the opportunity to ask questions and been given satisfactory answers related to the training/operation/risk management of the above equipment.
- Are committed to ongoing evaluation and training as needed of the above employee to ensure proper operation and safety of the above equipment.
- Are responsible to respond to any issues (close calls, incidents, damages, and operational deficiencies) in an appropriate manner according to SAFE Work Manitoba / WCB.

\_\_\_\_\_  
**Trainer's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Operations Manager Signature (if different from above)**

\_\_\_\_\_  
**Date**

# SAFE WORK PROCEDURES/TRAINING DOCUMENT

## EQUIPMENT

### Prior to Hands on Training

- 1) Read Owner's Manual, Risk Management Document, relevant Workplace Safety Legislation and Training Sign-off Sheet to ensure understanding of Equipment to be trained on and Employee/Employer responsibilities related to the Training.
- 2) Familiarity of all Paperwork used in facility including, but not limited to, Logbooks, Incident Reports and Damage/Maintenance Reports.
- 3) Understanding of Emergency Procedures including who to call.

### Hands on Training

- 1) Equipment and Safety
  - a. Go over the parts of the Equipment.
  - b. Understand how to check for damages and hazards.
  - c. Know the appropriate Personal Protection Equipment needed (PPE).
  - d. Go over all Safety and Emergency Procedures including, but not limited to Emergency Shut-off, Emissions Control and Safe Exit of Equipment or Building.
  - e. Understand the proper care of Equipment, both prior to and after use.
- 2) Operation of Equipment
  - a. Verbal instruction of Equipment Operation
    - i. How to start Equipment.
    - ii. How to stop Equipment.
    - iii. Correct safe handling/operation of Equipment.
    - iv. Specific extra information related to the safe operation of Equipment.
  - b. Demonstration of Equipment Operation
    - i. Ensure complete understanding before going on to the next step.
  - c. Practice of Equipment Operation
    - i. Start at 2a and ensure employee can verbally talk through all 4 steps.
    - ii. Hands on practice, broken down in steps.
      1. Start and Stop
      2. Ability to operate each component needed for safe appropriate operation.
      3. Ability to enact emergency protocol.

### Post Training

- 1) Ensure Sign off Sheet has been completed by all Parties and filed.
- 2) Continue ongoing training and evaluation as needed or required by Workplace Health and Safety.