

# Competency Checklist for Operation of Powered Mobile Equipment

**(Note: This is an example of a general checklist. It is not intended to be exhaustive and should be modified as needed to include other health and safety matters specific to the PME upon which training is being provided)**

Please print:

Operator \_\_\_\_\_ Date \_\_\_\_\_

Type of PME \_\_\_\_\_ Trainer \_\_\_\_\_

### Operator's previous Experience and/or Training

Describe: _____ _____ _____	<u>Training hours*:</u> Credited: _____ Actual: _____ Total: <u>16 hours</u>
--------------------------------------	---

\* Training includes classroom and practical operations

This certifies that the above named Operator has been trained in accordance with section 154 and Table 14.1 of *The Occupational Health and Safety Regulations, 1996*, in the operation of the above noted type of Powered Mobile Equipment (PME) and has demonstrated the knowledge and competencies indicated below in relation to that equipment.

\_\_\_\_\_  
(Signature of Operator)

\_\_\_\_\_  
(Signature of Trainer)

Measurement of Competency	Yes ✓	Comment
<b>Occupational Health and Safety Legislation</b>		
Operator familiar with general duties of employers and operators (see list of Legislation related to duties)		
Operator knows worker rights under Sask OHS legislation (includes right to know, right to participate, right to refuse, protection from discriminatory action)		
Operator familiar with regulatory requirements related to specific equipment and its use (see list of regulations related to PME)		
<b>Types of PME</b>		
Operator understands specific design features of PME being operated (check where applicable) <input type="checkbox"/> Turning capacity <input type="checkbox"/> Center of gravity/stability triangle <input type="checkbox"/> Load ratings <input type="checkbox"/> Limitations of movement/use <input type="checkbox"/> Safety features and equipment <input type="checkbox"/> Operator familiar with PME attachments (including forks), adaptation, operation and use limitations <input type="checkbox"/> Location of power take off or other moving hazards <input type="checkbox"/> Other: _____		
Operator has reviewed operators manual (if available) and understands manufacturer's requirements respecting safe operation equipment		
Operator understands terminology related to specific PME and its use		
Operator understands type of PME being operated (e.g. Forklift, skid steer, grader, aerial device)		

Measurement of Competency	Yes ✓	Comment
<b>PME Controls</b>		
Operator understands PME controls and instrumentation		
Demonstrates proper pre-start check		
Demonstrates proper entrance and exit		
Demonstrates proper startup procedures		
Demonstrates proper shut-down procedures and post-operating check		
<b>Operation of PME</b>		
Operator demonstrates aware of people, traffic & equipment prior to startup		
Operator understands and (where applicable) demonstrates proper use of safety equipment: <input type="checkbox"/> Back up alarm <input type="checkbox"/> Seal or other adjustments <input type="checkbox"/> Guards		
Operator understands restrictions on passenger travel		
Operator maintains a clear view of direction of travel (forward/reverse)		
Operator checked for obstructions, structure &/or safety of other persons before/during movement		
Operator familiar with load stability and characteristic of specific load(s) &/or composition		
Understands the need to remove key when PME is unattended		
Understands safe procedures for loading and unloading PME from carrier (e.g. flatbed)		
Understands safe procedures for towing PME		
<b>Maintenance of PME (where applicable)</b>		
Understands maintenance schedule and planned preventative maintenance		
Understands procedure for reporting defects needing repair		
Demonstrates proper inspection and repair procedures where responsible: Example: <input type="checkbox"/> Brakes <input type="checkbox"/> Tires <input type="checkbox"/> Fluids <input type="checkbox"/> Other		
Demonstrates blocking and the safe position of parts during maintenance and servicing		
<b>Maintenance/Repair Records (where applicable)</b>		
Understands procedure to record inspections, repair, maintenance, calibrations and work activities		
Understands procedures to record hours of service		
Understands record sign-off procedures by authorized person regarding record of inspection, maintenance and calibration		

**After the completion of this form by the Trainer & Operator it must be filed with the supervisor.**