

JOB SPECIFIC TASK TRAINING

Employee Name: _____

Project: _____

Date: ___/___/___

Description of Equipment to Operate: _____

Status *(Circle One)*

Newly Hired

Experienced

New Machine

Task Training

I: Complete an Equipment Specific Performance Evaluation (attach to this sheet)

II: If experienced, estimate years of experience on machine.

____ years. Both foreman and employee initial here _____

*III. If no experience on this piece of equipment,
both the supervisor and employee initial here*

Continue with "a" through "c" below for all employees.

*a. Explain to the operator how the machine works and how the machine operates;
both the supervisor and the operator initial*

*b. Explain all hazards associated with the machine (The DO's and the DONT's);
both the supervisor and the operator initial*

*c. Give the employee hands on training on the machine with supervision; both the
supervisor and the operator initial that this was done*

*As the employee's supervisor, I acknowledge that I have watched this operator during
the shift and feel that he/she can operate this equipment by his/her demonstrated
ability.*

Contractor Supervisor (AA)/Company

Employee's Signature (PA)/Company