

COMPANYNAME Operator Training System

Name: _____

Date: _____

Level 1: Review of the Safe Work Practices and Safe Job Procedures

The trainee will review the Safe Work Practices and Safe Job Procedures with the safety professional.

Safe Work Practices Trainee initials _____ Supervisor Initials _____

Safe Job Procedures Trainee initials _____ Supervisor Initials _____

Level 2: Machine Orientation

The trainee will be given an orientation of the machine they will be learning to operate. This will include a full tour of the machine, inside and out, with explanations of how everything works and/or its' purpose.

Level 3: Trainee Ride Along

The Trainee will ride along with an Experienced Operator (when this isn't possible they will view the Experienced Operator working from a safe distance. The Trainee will be given a two-way radio to communicate with the Operator). The Trainee will take note of the Operator's habits and the way they do things. The Trainee can ask the Operator questions about what they see. The Operator can answer them and also note other key points. The Operator will explain how to operate the machine safely and most efficiently. When the Operator feels that the Trainee knows enough to begin operating the machine, they can move onto Level 4.

Trainee Ride Along Trainee initials _____ Supervisor Initials _____

Level 4: Operator Ride Along

The Operator will ride along with the Trainee (when this isn't possible the Operator will view the Trainee working from a safe distance. Now the Operator will have the two-way radio to communicate with the trainee). The Operator will view the Trainee working and point out corrections and proper ways to do things. When the Operator feels the Trainee is ready, the Trainee is ready to move along to Level 5 and be viewed working by the Foreman.

Operator Ride Along Trainee initials _____ Supervisor Initials _____

Level 5: Supervised Work

The Trainee will be asked to perform the tasks they will need to on a daily basis. The Foreman will view the Trainee operating and decide whether the trainee can now work safely and competently. If the Trainee Passes then they are ready to move only Level 6.

Supervised Work Trainee initials _____ Supervisor Initials _____

Level 6: Final Meeting & Sign Off

The Trainee will now sit down with the Supervisor, Foreman, and General Manager. The entire process will be reviewed and if the Management team agrees the Trainee is ready to go to work, they will sign off. If the Trainee also agrees and feels confident in their abilities, they will also sign off. If anyone feels that there is more learning to be done, the Trainee will begin again at the agreed upon Level and spend more time training.

Completion Date: _____

Trainee:	Signature:
Supervisor:	Signature:
Foreman:	Signature:
Manager:	Signature: