

# POWERED MOBILE EQUIPMENT OPERATOR COMPETENCY CHECKLIST

Operator: \_\_\_\_\_

Trainer: \_\_\_\_\_

Type of Powered Mobile Equipment (PME): \_\_\_\_\_

Operator's prior training/experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total training hours (classroom and practical operations)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Evaluation:

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	Yes	No	N/A	Comments
<b>1. OHS Laws</b>				
Is worker familiar with general duties of employers and operators				
Knows "Workers Rights", including right to know, right to participate, right to refuse and protection from discriminatory action?				
Is familiar with the regulatory requirements related to the specific equipment and its use?				
Has received and reviewed the Operations Manual for equipment and its use?				
<b>2. Types of Powered Mobile Equipment</b>				
Understand specific design features of the PME being operated (check applicable)				
<input type="checkbox"/> Turning capacity <input type="checkbox"/> Center of gravity <input type="checkbox"/> Maximum slope percentage				

<input type="checkbox"/> Load ratings <input type="checkbox"/> Limitations of movements/use <input type="checkbox"/> Safety Features and equipment <input type="checkbox"/> PME attachments, their adaptation, operation and use limitations <input type="checkbox"/> Location of power take off or other moving hazards <input type="checkbox"/> Other:				
Respects safe operation of equipment				
Understands terminology related to specific PME and its use				
Understands type of PME being operated (lawn tractor, skid steer, grader etc.)				
<b>3. Site Evaluation</b>				
Demonstrates ability to identify hazards related to operation of PME at site: <ul style="list-style-type: none"> <li><input type="checkbox"/> Checks route of travel, clearances and ground conditions, including presence of workers, structures, power lines, underground services or equipment that may constitute hazards.</li> <li><input type="checkbox"/> Checks site for operations including the nature of the ground, gradients, slopes, water sources and potential dangerous situations or locations.</li> </ul>				
Demonstrates understanding of assessing risk and implementing appropriate hazard controls related to identified hazards, such as avoiding shifting loads, maintaining safe center of gravity, communications with others, planned route of travel and emergency response procedures				
<b>4. PME Controls</b>				
Understands PME controls and instrumentation				
Demonstrates use of PME controls and instrumentation				
Demonstrates proper pre-start check				
Demonstrates proper entrance and exit				
Demonstrates proper start-up procedures				
Demonstrates proper shut-down procedures and post operations check				
<b>5. Operations of PME</b>				

Demonstrates awareness of people, traffic and equipment prior to operating. (FLHA)				
Understands and (where applicable) demonstrates proper use of safety equipment <ul style="list-style-type: none"> <li><input type="checkbox"/> Seatbelt</li> <li><input type="checkbox"/> Back-up alarm</li> <li><input type="checkbox"/> Mirror adjustment</li> <li><input type="checkbox"/> Seat and other adjustments</li> <li><input type="checkbox"/> Rollover protection system (ROPS)</li> <li><input type="checkbox"/> Guards</li> <li><input type="checkbox"/> Outriggers</li> <li><input type="checkbox"/> Falling object protection</li> </ul>				
Understands restrictions on passenger travel				
Maintains a clear view of direction of travel (forward & reverse)				
Checks for obstructions, structures and/or safety of other persons before movement				
Obeys all signs (where applicable)				
Practices proper checks and signals when turning.				
Demonstrates understanding of the proper load manipulation, including lifting, carrying, carrying on grade, lowering, stacking and unstacking. (where applicable)				
Demonstrates understanding of the proper procedure for manoeuvring spoil/stockpiles/berms and other loose material. (where applicable)				
Demonstrates proper technique for working/traveling on slopes				
Demonstrates proper use of horsepower				
Demonstrates precautions to secure PME when PME is unattended, in storage or in transit.				
Understands safe procedures for loading and unloading PME from carrier, flatbed, trailer etc				
Understands safe procedures for trailer operations				
<b>6. Rigging (Where Applicable)</b>				
Understands rigging requirements under the OHS Laws				
Understands proper inspection and maintenance of ropes (non-wire), chains and				

rigging equipment.				
Understands proper inspection and maintenance of wire ropes.				
Understands standards and safe procedures for rigging loads				
Understands standards and safe procedures for rigging slings				
Understands safety factors for loads and workers				
<b>7. Signalling</b>				
Understands procedures related to signaling: <ul style="list-style-type: none"> <li><input type="checkbox"/> Designates signaler; position; visibility, adequate number of signallers</li> <li><input type="checkbox"/> Methods of signaling, such as hand, radio</li> </ul>				
Has been trained in use of signaling				
Responds correctly to signals				
<b>8. Maintenance of PME</b>				
Understands maintenance schedule and planned preventative maintenance				
Understands procedure for reporting defects needing repair				
Demonstrates proper inspection and repair procedures where responsible <ul style="list-style-type: none"> <li><input type="checkbox"/> Brakes</li> <li><input type="checkbox"/> Tires</li> <li><input type="checkbox"/> Fluids</li> <li><input type="checkbox"/> Other</li> </ul>				
Demonstrates blocking and the safe position of equipment and parts during maintenance and servicing				
<b>9. Maintenance/Repair Records</b>				
Understands the requirement for and demonstrates proper pre-trip inspection procedures				
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 inspections, maintenance and calibration				

This certifies that the above named operator has been trained in the operation of the above noted type of Powered Mobile Equipment and has demonstrated the knowledge and competency indicated below in relation to that equipment.

Is additional training required?

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Scheduled time for evaluation check:

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Signature of Operator: \_\_\_\_\_

Signature of Trainer: \_\_\_\_\_

## BENEFITS

Many workplaces use powered mobile equipment (PME), such as forklifts, scissor lifts, tractors, cranes, off highway vehicles, lawn mowers, skid steers etc. Powered mobile equipment are great tools but if not used properly they can pose safety hazards to the workers who operate them and their co-workers. It is important that the workers who run such equipment are properly trained on its operation and maintenance.

## HOW TO USE THIS TOOL

Use this checklist for the PME requirements in the OH&S regulations and the specific type of PME that you are training. Use it to assess the competency, comfort level and knowledge of the workers training in the operation of the equipment. If the completed checklist reveals any gaps in the workers knowledge or skills, ensure these gaps are addressed with additional training and instruction.

Add this Competency to the workers training files, follow up on any gaps and identify new learning curves.