

Powered Mobile Equipment (PME) Operator Competency Checklist

(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 your PME.)

Employer: _____ Operator: _____

Trainer: _____ Date of Evaluation (dd/mm/yyyy): _____

Type of Powered Mobile Equipment (PME): _____

Operator's Prior Training/Experience: _____

Total Training Hours (classroom and practical operations). *Minimum 16 hours.*

	Yes	No	N/A	Comments
Occupational Health and Safety Legislation				
Operator is familiar with general duties of employers and operators (see list of Legislation related to duties).				
Operator knows worker rights under Saskatchewan's OHS legislation including the right to know, right to participate, right to refuse and protection from discriminatory action.				
Operator is familiar with regulatory requirements related to specific equipment and its use (see list of regulations related to PME).				

	Yes	No	N/A	Comments
Types of PME				
Operator understands specific design features of PME being operated (check all 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"/> PME attachments (including forks), their adaptation, operation and use limitations <input type="checkbox"/> Location of power take off or other moving hazards <input type="checkbox"/> Other: _____				
Has reviewed operator's manual (if available) and understands manufacturer's requirements.				
Operator understands terminology related to specific PME and its use.				
Operator understands type of PME being operated (i.e., forklift, skid steer, grader, aerial device).				
Site Evaluation				
Operator demonstrated ability to identify hazards related to operation of PME at site: <input type="checkbox"/> Checks route of travel, clearances and ground conditions, including presence of workers, structures, power lines, underground services or other equipment that may constitute a threat. <input type="checkbox"/> Checks site of operation, including the nature of the ground, gradients and potentially dangerous situations or locations.				

	Yes	No	N/A	Comments
Operator demonstrates understanding of assessing risk and implementing appropriate hazard controls (i.e., avoiding shifting loads, maintaining safe centre of gravity, communications with others on site, planned route of travel, emergency procedures).				
	Yes	No	N/A	Comments
PME Controls				
Operator understands PME controls and instrumentation.				
Operator demonstrates proper pre-start check.				
Operator demonstrates proper entrance and exit.				
Operator demonstrates proper start up procedures.				
Operator demonstrates proper shut-down procedures and post-operating check.				
	Yes	No	N/A	Comments
Operation of PME				
Operator demonstrates awareness of people, traffic and equipment prior to start up.				
Operator understands and, where applicable, demonstrates proper use of safety equipment. <input type="checkbox"/> Seat belt <input type="checkbox"/> Back up alarm <input type="checkbox"/> Mirror adjustments <input type="checkbox"/> Seat or other adjustments <input type="checkbox"/> Roll-over protection <input type="checkbox"/> Guards <input type="checkbox"/> Outriggers <input type="checkbox"/> Falling object protection				
Operator understands restrictions on passenger travel.				

	Yes	No	N/A	Comments
Operator maintains a clear view of direction of travel (forward and reverse).				
Operator checked for obstructions, structures and/or safety of other persons before movement.				
Operator obeyed all signs.				
Operator familiar with load stability and characteristic of specific load(s) and/or load composition.				
Operator practiced proper checks and signals while turning.				
Operator demonstrates understanding of proper load manipulation, including lifting, carrying, carrying on grade, lowering, stacking and unstacking.				
Operator demonstrates understanding of the proper procedure for maneuvering spoil/stock piles/berms and other loose materials.				
Operator demonstrates proper techniques for working/travelling on slopes.				
Operator demonstrates proper use of horsepower.				
Operator demonstrates precautions to secure PME when PME is unattended, in storage or in transit.				
Operator understands safe procedures for loading and unloading PME from carrier (e.g., flatbed).				
Operator understands safe procedures for towing PME.				
	Yes	No	N/A	Comments
Rigging (where applicable)				
Operator understands Part XIV (Rigging) of <i>The Occupational Health and Safety Regulations, 1996</i> .				
Operator understands inspection and maintenance of ropes (non-wire), chains and rigging equipment.				

	Yes	No	N/A	Comments
Operator understands proper inspection and maintenance of wire ropes.				
Operator understands standards and safe procedures for rigging loads (e.g., hooks, safety catches, shackles, end fittings and connections).				
Operator understands standards and safe procedures for rigging slings (e.g., configurations, angles, safe working loads).				
Operator understands safety factors for loads and workers.				
	Yes	No	N/A	Comments
Signaling (where applicable)				
Operator understands procedures related to signaling.				
<input type="checkbox"/> Designated signaler, position, visibility, number of				
<input type="checkbox"/> Methods of signaling (e.g., hand, radio)				
Operator has been trained in use of signaling.				
Operator responds correctly to signals.				
	Yes	No	N/A	Comments
Maintenance of PME (where applicable)				
Operator understands maintenance schedule and planned preventative maintenance.				
Operator understands procedures for reporting defects needing repair.				
Operator demonstrates proper inspection and repair procedures where responsible.				
Operator demonstrates blocking and the safe position of parts during maintenance and servicing..				

	Yes	No	N/A	Comments
Maintenance/repair records (where applicable)				
Operator understands the procedures to record inspections, repair, maintenance, calibrations and work activities.				
Operator understands procedures to record hours of service.				
Operator understands record sign off procedures by authorized person regarding record of inspection, maintenance and calibration.				

This certifies that _____ has been trained in accordance with section 154 and Table 14.1 of *The Occupational Health and Safety Regulations, 1996*.

_____ has demonstrated the knowledge and competencies indicated in relation to the powered mobile equipment.

Operator Signature: _____

Trainer Signature: _____