

<company> COMPETENCY CHECKLIST

Employee Name: <i>Phil Lee</i>		Position: <i>Shop Labourer</i>	
Task Assessed for: <i>Cross-cut miter saw operation</i>		Department: <i>Operations</i>	
Assessor Name: <i>Chris Topher</i>			
Methodology use to assess: a) Direct Observation with checklist b) Demonstration c) Self-study with test d) Other: _____ ***Please indicate which method was used to assess the employee's competency within each skill category.		Location of Resource Material used for training: <input type="checkbox"/> Manufacturer's Documentation <input type="checkbox"/> Formal Hazard Assessments <input type="checkbox"/> Physical Demands Analysis <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
Task Component	Methodology	Comments / Decisions	Date
<i>Clean workspace around saw</i>	<i>Demo</i>	<i>Removed loose boards that were a tripping hazard</i>	<i>April 7th</i>
<i>Donned safety glasses</i>	<i>Demo</i>	<i>Gloves are discouraged for this tool</i>	<i>April 7th</i>
<i>Measured Twice</i>	<i>Demo</i>	<i>Did not rush work</i>	<i>April 7th</i>
<i>Used proper grip</i>	<i>Demo</i>	<i>Avoided awkward grips by flipping pieces end for end</i>	<i>April 7th</i>
<i>Followed procedures</i>	<i>Demo</i>	<i>Waited for brake to engage before removing cuts.</i> <i>Stacked finished product</i> <i>Cleaned workspace</i>	<i>April 7th</i> <i>April 8th</i>
Employee Signature: <i>Phil Lee</i>		Date: <i>April 7th 2019</i>	
Assessor Signature: <i>Wendy Dai</i>		Date: <i>April 7th 2019</i>	