|  |  |  |
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| **Department:** | **Parks, Recreation and Culture** |  |
| **Subject:** | **Giant Hogweed Training Checklist**  |

**(Complete this form with your supervisor and return to Human Resources)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name:** |  |  | **Department:** |  |
| **Trainer:** |  |  | **Worksite:** |  |

*Tick the boxes as each topic is covered.*

|  |
| --- |
| **Pre-Set Up Checklist*** Worker has read and understands the Safe Work Procedure.
* Worker has received a live demonstration of the procedures.
* Worker can identify appropriate Personal Protective Equipment (PPE) and clothing for this procedure.
* Worker can properly identify Giant Hogweed.
* Worker can explain first aid procedures.
 |
| **Procedure Checklist*** Worker recognizes potential hazards.
* Worker puts on appropriate PPE and wears throughout operation.
* Worker maintains awareness for others around them.
* Worker has sufficient agility and strength to dig up and remove Hogweed.
* Demonstrates overall safe and effective competency in removing Hogweed.
 |
| **Post Procedure*** Properly dispose of debris.
* Wash and dispose of all equipment appropriately.
 |
| ***Trainer Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Training Complete (YES)/(NO) if no explain:**  |

I fully understand what has been presented to me, and give my personal commitment to actively participate and comply with all relevant regulations, policies, procedures, and instructions while I am onsite or representing the company.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Worker Signature:** |  |  | **Date:** |  |
| **Trainer****Signature** |  |  | **Date:** |  |

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| **Revised: 2011-Feb-08** | **Approved by: Gail Pasaluko** |