|  |  |  |
| --- | --- | --- |
| **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:** |  |

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