|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department:** | **Eng & Public Works** | **Area:** | **Roads** |  |
| **Subject:**  | **Installing/Removing Speed Reader Boards**  |

**TRAINING CHECKLIST – INSTALLING/REMOVING SPEED READER BOARDS**

**(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** |
| * Safety
 |
|  |
|  |
|  |
|  |
| **Procedure Checklist** |
| * Install speed reader winch
 |
| * Set up safe work zone
 |
| * Install speed reader
 |
| * Remove speed reader
 |
| * Post installation chores
 |
| **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:** |  |

|  |  |
| --- | --- |
| **Date: 2010-Apr-08****Revised:**  | **Written by: Barry Hornby****Manager’s Approval: Brian Denbigh**  |