|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |