

EQUIPMENT OPERATOR / TRUCK DRIVER ORIENTATION CHECKLIST

EMPLOYEE NAME: _____ DATE: _____

SUPERINTENDENT OVERSEEING ORIENTATION: _____

QUALIFIED PERSON FOR TRAINING AND SKILLS OBSERVATION: _____

Sargent Corporation employees must have prior authorization for each specific type of equipment and/or truck they are asked to operate. Before authorizing an employee to operate a new type of equipment, the superintendent must assign a qualified person to orient and train the employee on the equipment, and confirm the employee is proficient in the safe operation of the equipment.

The superintendent and/or a qualified person should review the following items that are applicable and indicate either that they have been reviewed or that they are not applicable for each new operator or type of equipment. This form must be sent to Stillwater for placement in training files. **A separate orientation checklist form should be completed for each different piece of equipment or truck that the employee has been trained on and will be operating.**

NOTE: EACH OPERATOR MUST PERFORM A DAILY INSPECTION OF THE ASSIGNED MACHINE AT THE BEGINNING OF EACH SHIFT. **IF SAFETY EQUIPMENT ON ANY EQUIPMENT IS NOT FUNCTIONING, (IE: HORN, REVERSE/TRAVEL ALARM, BRAKES), IT WILL BE PLACED OUT OF SERVICE IMMEDIATELY.** NO EMPLOYEE MAY OPERATE ANY MACHINE UNLESS HE/SHE HAS DEMONSTRATED COMPETENCY TO DO SO.

Please indicate the piece of equipment or truck for which orientation and skills observation has been completed.

TYPE OF TRUCK OR EQUIPMENT:	MODEL NUMBER:
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STARTING THE MACHINE

Fluids

- Check oil level YES N/A
- Check coolant YES N/A
- Check hydraulic oil level/sight glass YES N/A
- Check for fluid leaks YES N/A

Greasing requirements and procedures

- Frequency of greasing YES N/A
- Location of grease fittings YES N/A
- Types of grease to be used YES N/A

Daily safety checks

- Check machine for structural damage YES N/A
- Reverse/travel alarm YES N/A
- Horn YES N/A
- Lights (brake, tail, head) YES N/A
- Mirrors and window glass YES N/A
- Fire extinguisher (if equipped) YES N/A
- Tires/tracks YES N/A
- Proper starting and warm up procedures YES N/A
- Other equipment specific safety features discussed YES N/A

Please List: _____

EQUIPMENT OR TRUCK CONTROLS AND PROCEDURES

- Maintain 3 points of contact while entering/exiting equipment YES N/A
- Operation of controls within the cab..... YES N/A
- Proper communication with other operators YES N/A
- Use of brakes, retarders and/or engine brake..... YES N/A
- Proper gearing while operating/driving YES N/A
- Operating/hauling procedures
 - Follow posted speed limits YES N/A
 - Loaded truck has right of way YES N/A
 - Equipment towing procedures YES N/A
 - Backing the equipment YES N/A
 - Loading procedures/positioning under loads YES N/A
 - Procedures when stuck YES N/A
 - Proper shut down procedures YES N/A

MISCELLANEOUS

- Cleaning the machine YES N/A
- Review of operator’s manual YES N/A
- Review of accident reporting procedures YES N/A
- Questions and answers YES N/A

SKILLS OBSERVATION

The employee named above has been observed by a qualified person to the satisfaction of the supervisor and has demonstrated competency while operating the indicated equipment or truck.

- Operating/driving skill YES N/A
- Backing and ensuring path clear of personnel and equipment YES N/A
- Dumping to avoid tip over/aware of grade YES N/A
- Proper positioning under loading units YES N/A
- Following project traffic patterns YES N/A
- Use of mirrors and other safety features while backing up YES N/A
- Use of brakes, retarders and/or engine brake YES N/A
- Awareness of self, machine, other workers and working environment YES N/A
- Swing radius clearance YES N/A
- Loading equipment properly YES N/A
- Trenching and excavation rules are followed YES N/A

Comments _____

Superintendent Signature

Employee Signature