



supporting Labour Market Attachment

Field Assessment – Entry Level Heavy Equipment Operator

Description:

The following tool has been developed to evaluate a prospective employee's overall suitability for work in the heavy equipment/construction industry. This competency based assessment tool was designed and validated by subject matter experts. It evaluates many aspects of HEO including health and safety requirements, required tools and equipment. Employers can use this tool to recruit a new worker by assessing and observing their ability to use equipment.

Heavy Equipment Operator (HEO)



A Field Assessment for Hiring Entry-Level Operators



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What is competency-based assessment?

Competency is defined as a person's ability to demonstrate the skills and attitudes required for a particular job. The purpose of an HEO assessment is to identify where an individual's skills are compared to what is needed for an entry-level HEO. Not all applicants will be ready to work and there are a few instances when applicants fail completely. The assessment will also result in a clear understanding of any training that may be required. The assessment is intended to point the way to employers and employment or for referrals to further training, employment counseling, upgrading opportunities, or work experience.

What is the process to conduct a field assessment for an entry-level HEO?

When the applicant arrives on site, the person is checked to see if they are dressed appropriately and have current Personal Protection Equipment (PPE). After the validity of their driver's licence has been verified and the currency of Certificates (First Aid, WHMIS and Dangerous Goods) confirmed, the field assessment begins. In each of the skill demonstration components, a minimum of 80% of the competencies described must be demonstrated by the applicant. If, for example, there are 10 assessment criteria, then the applicant must demonstrate 8 of these to pass this area.

Once the demonstration of the lock-out and tag-out procedure and all of the required pre-op documentation is completed, a job that an entry-level HEO would be expected to perform is demonstrated. The type of job undertaken depends on the type of equipment available for the field test. At the end of the test, the assessor determines the results and informs the applicant of the results.

Name of Applicant: _____

Name of Assessor: _____

Field Test Location: _____

Date: _____

Occupational Health and Safety

| Assessment Method: Demonstrates the lock-out and tag-out procedure. | |
|---|--|
| Assessment Criteria | Results |
| <input type="checkbox"/> 1. Shuts down the equipment. <input type="checkbox"/> 2. Disconnects the power supply or has it disconnected. <input type="checkbox"/> 3. Notes clearly on a plastic tag-out tag the problem with the equipment. <input type="checkbox"/> 4. Attaches a 'lock-out' tag to the ignition switch and ensure that it is visible. <input type="checkbox"/> 5. Advises the supervisor ASAP of the problem. <input type="checkbox"/> 6. Follows the instructions of the supervisor to either remove the equipment or leave it as is. <input type="checkbox"/> 7. Secures the broken equipment with a padlock. <input type="checkbox"/> 8. Retains the key until the machinery is repaired. | <p>100% of assessment criteria — all criteria are required.</p> <hr/> <p>Outcome: /8</p> |

Basic Operations, continued

| Assessment Method: Evaluates job conditions and determines method of approach. | |
|---|--|
| Assessment Criteria | Results |
| <input type="checkbox"/> 1. Determines soil conditions, e.g., wet, dry, frozen or thawing. <input type="checkbox"/> 2. Determines the type of equipment depending on the job needed. <input type="checkbox"/> 3. Uses grade stakes. <input type="checkbox"/> 4. Works within boundaries. <input type="checkbox"/> 5. Solves basic problems related to conditions and equipment. | 80% of assessment criteria. 4 of the 5 criteria are required. Outcome: <div style="font-size: 2em; text-align: right;">/5</div> |
| Comments: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | |

| Assessment Method: Secures unattended equipment. | |
|--|--|
| Assessment Criteria | Results |
| <input type="checkbox"/> 1. Checks that the equipment is parked on level ground. <input type="checkbox"/> 2. Checks that the parking brake is engaged. <input type="checkbox"/> 3. Lowers the equipment, e.g., the blade, rippers, bowls. <input type="checkbox"/> 4. Lowers the cab. | 100% of assessment criteria. All criteria are required. Outcome: <div style="font-size: 2em; text-align: right;">/4</div> |
| Comments: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | |

Name: _____

Address: _____

Postal Code: _____

Telephone Number: _____

Current Driver's Licence I.D. Y N Expires _____

Current WHMIS Certificate Y N Expires _____

Current First Aid Certificate Y N Expires _____

Current Dangerous Goods Certificate Y N Expires _____

Used PPE appropriately Y N

If *no*, suggested improvements:

Outcome:

| | |
|--|-----------|
| Demonstrates lock-out and tag-out procedure | _____ /8 |
| Performs pre-operational inspection | _____ /9 |
| Communicates on the worksite | _____ /10 |
| Evaluates job conditions and determines method of approach | _____ /5 |
| Secures unattended equipment | _____ /4 |

Demonstrated on-site (provide overview):

Essential Skills:

Employability:

Assessor:

PRINT

SIGNATURE

Applicant:

PRINT

SIGNATURE

Location of Field Test: _____

Date: _____

Summary of results: _____

Suggested training: _____
