

**Heavy Equipment
Operator (HEO)
*Skills Passport***

2006



Manitoba

Name: _____

Phone: _____

Address: _____

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This passport validates that the owner has been recognized as having the entry-level skills required of a Heavy Equipment Operator under a certified training and assessment program.

Other Training, Education and Certification		
Title	Yes	Date
Driver's license Class _____ Class _____		
First Aid		
WHIMS		
Dangerous Goods		
Education: Grade _____		
Other:		

Criteria: Core Entry Skills C - Work Planning, Co-ordination and Site Prep	
1. Communicate with supervisor and co-workers on the task at hand.	<ul style="list-style-type: none"> - Asks questions for clarification and is prepared to admit to concerns about the job or site. - Speaks assertively - Communicates on a one to one basis with people - Works as part of a team - Communicates respectfully with co-workers - Use hand signals to communicate with the various equipment operators. - Use radios to communicate with the various equipment operators. - Recognize signage on the site inc. caution tape and other signs e.g. the location of the fire extinguisher and the First Aid box. - Identify the muster area in the event of a serious accident - Identify safety hazards as required.
2. Evaluate job conditions and determine method of approach.	<ul style="list-style-type: none"> - Determine soil conditions e.g. wet, dry, frozen or thawing - Determine the type of equipment depending on the job needed - Use Grade stakes - Work within boundaries - Solve basic problems related to conditions and equipment

CORE ENTRY SKILL #A Occupational Health and Safety

Sub-skills	Yes	Date	Assessor (initial)
1. Complies with First Aid Requirements			
2. Complies with all requirements for the safe handling, storage and disposal of hazardous materials.			
3. Complies with all requirements on OHS and the environment.			
4. Complies with employer/client OHS requirements inc PPE, lock-out and tag-out procedures.			
5. Wear appropriate clothing			

CORE ENTRY SKILL #B Heavy Equip. Inspection and Basic Maintenance

Sub-skills	Yes	Date	Assessor
1. Interprets manufacturer/employer documentation re: inspection/maintenance and other documents.			
2. Performs or arranges for servicing and scheduled maintenance.			
3. Performs pre-operational/post operational inspection.			
4. Secures unattended equipment			
5. Monitors/adapts operation regarding seasonal and atmospheric impacts on site conditions and equipment.			

3. cont'd Performs pre-operational/post operational inspection.	<p>Post-Operational Inspection</p> <ul style="list-style-type: none"> - Check to ensure that oil, transmission, coolants, airbrakes and all other gauges are operating within defined limits. Adapt to weather conditions when required. - Identify when there are problems with the equipment. - Conduct inspection(s) during the shift. - Fuel the machine at the end of the shift - Clean the equipment and the work station at the end of the shift - Use PPE when taking a break during the shift or at any time outside of the cab. - Conduct a similar pre-operational inspection at the end of the shift. - Park on level ground. - Make the necessary adjustments on the equipment to prepare for the next shift. - Make the necessary adjustments on the equipment to minimize wear and tear.
4. Secures unattended equipment	<ul style="list-style-type: none"> - Ensure that the equipment is parked on level ground. - Ensure that the parking brake is engaged. - Lower the equipment i.e the blade, rippers, bowls - Lower the cab.
5. Monitors/adapts operation regarding seasonal and atmospheric impacts on site conditions and equipment.	<ul style="list-style-type: none"> - Identify the conditions of the site –wet, dry, frozen etc. - Determine the most appropriate means to do the job. - Identify the hazards assoc. with the job. - Recognize the effects of extremes in weather on the operation of machinery.

Criteria: Core Entry Skill #B - Heavy Equip. Inspec. & Basic Maint.	
1. Interprets manufacturer/employer documentation re: inspection/maintenance and other documents.	<ul style="list-style-type: none"> - Completes Operation Manual appropriately. - Completes Equipment Checklist on a daily basis. - Complete Fuel and Oil forms - Use Maintenance manuals. - Read and interprets different types of gauges.
2. Performs or arranges for servicing and scheduled maintenance.	<ul style="list-style-type: none"> - Identify when the equipment needs scheduled maintenance. - Document the need for servicing - Contact the appropriate person if required. - Identify the appropriate lubricant for each piece of the equipment.
3. Performs pre-operational/post operational inspection.	<p>Pre-Operational Inspection</p> <ul style="list-style-type: none"> - Check Motor Oil levels - Check transmission, hydraulic and coolant levels - Do a walk around and ensure that there are no leakages. - Check to ensure that the parking brake has been applied. - Check the equipment's tires. - Start the machine and recheck to ensure that all fluid levels are appropriate. - Ensure that the gauges are working properly. - Test gauges if needed - Do a sufficient warm-up prior to engaging the equipment.

CORE ENTRY SKILL #C Work Planning, Co-ordination and Site Prep

Sub-skills	Yes	Date	Assessor (initial)
1. Communicate with supervisor and co-workers on the task at hand.			
2. Evaluate job conditions and determine method of approach.			

Criteria: Core Entry Skill #A - Demonstrate Safe Work Practice	
1. Complies with First Aid Requirements	<ul style="list-style-type: none"> - Have a current First Aid certificate. - Report near misses to supervisor or foreman. - Report an accident or injury (no matter how small) to the supervisor or foreman. - Locate the First Aid box and Eye Station. - Recognize that workplace safety regulations differ between prov. and contractors.
2. Complies with all requirements for the safe handling, storage and disposal of hazardous materials.	<ul style="list-style-type: none"> - Have a current WHMIS or Safe-T-Disk program certificate. - Have a current Dangerous Goods Transportation Certificate if applicable. - Locate the fire extinguisher - Identify the type of fire extinguisher(s) available. - Act appropriately to avoid fuel spills i.e do not overfill the tank. - Identify the muster area in the event of a serious accident.
3. Complies with all requirements on OHS and the environment.	<ul style="list-style-type: none"> - Check to ensure that chemicals are labelled correctly. - Check to ensure that chemicals are stored correctly. - Check to ensure that materials are labelled correctly. - Check to ensure that materials are stored correctly. - Check to ensure that equipment is not leaking oil or fuels. - Ensure that site-specific environmental impact regulations are being followed. - Dispose of excess contaminated materials appropriately.

4. Complies with employer/client OHS requirements inc PPE, lock-out and tag-out procedures.	<ul style="list-style-type: none"> - Recognize the impact of alcohol, drugs and medication on performance. - Wear current hardhat. - Wear approved construction safety glasses. - Wear appropriate hearing protection (earplugs and/or ear muffs). - Wear reflective safety vest. - Wear fire retardant coveralls if appropriate. - Use appropriate respiratory protection as needed. - Use appropriate hand protection (chemicals). - Use safety certified boots (appropriate to the job). - Lock-Out and Tag-Out Procedures - Shut down the equipment. - Disconnect the power supply or have it disconnected. - Note clearly on a plastic tag-out tag the problem with the equipment. - Hang a 'lock-out' tag to the ignition switch and ensure that it is visible. - Advise the supervisor ASAP of the problem. - Follow the instructions of the supervisor to either remove the equipment or leave it as is. - Secure the broken equipment with a padlock. - Retain the key until the machinery is repaired.
5. Wear appropriate clothing	<ul style="list-style-type: none"> - Wear clothing in good condition i.e. not torn. - Wear nothing too loose - No jewellery specifically chains and earrings. No rings are preferred. - Clothing not too tight to ensure free movement. - Weather appropriate clothing. - No sleeveless shirts