

Skilled Labourer
Skills Passport

2006



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

4. Clean work area	<ul style="list-style-type: none"> – Take the initiative to clean the area. – Dispose of garbage appropriately. – Work within own limitations. – Recognise the difference between contaminated and non-contaminated garbage. – Separate and store correctly reusable materials.
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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 Skilled Labourer under a certified training and assessment program.

CORE ENTRY SKILL #A Demonstrate Safe Work Practice

Sub-skills	Yes	Date	Assessor (initial)
1. Wear appropriate clothing			
2. Use PPE			
3. Adhere to lock-out and tag-out procedures.			
4. Use ladders safely			
5. Respect the environment			

Criteria: Core Entry Skill #D - Assist Tradespeople	
1. Move tools, equipment and materials.	<ul style="list-style-type: none"> - The person consistently retrieves the right piece of equipment. - Identify the different materials, e.g., 2x4, 2x6. - Demonstrate safe handling of tools, equipment and materials. - Demonstrate proper handling of tools, equipment and materials. - Clarifies for meaning when unsure and when in doubt asks.
2. Use hand tools	<ul style="list-style-type: none"> - Identify the right tool on a consistent basis. - Use the right tool for the job. - Uses own tool(s) when appropriate. - Demonstrate safe handling of tools, equipment, and materials. - Demonstrate proper handling of tools, equipment, and materials. - Clarifies for meaning when unsure and when in doubt asks.
3. Use power tools and equipment	<ul style="list-style-type: none"> - Identify the right tool on a consistent basis. - Use the right tool for the job. - Use own tool(s) when appropriate. - Demonstrate safe handling of tools, equipment, and materials. - Demonstrate proper handling of tools, equipment, and materials. - Clarifies for meaning when unsure and when in doubt asks. - Can identify when s/he is not comfortable working with the equipment. - Distinguish between domestic and industrial equipment and adjust significantly to the differences.

Criteria: Core Entry Skill #C - Demonstrate Tools, Equip. ,Materials	
1. Describe hand tools	<ul style="list-style-type: none"> – Identify the following equipment: 'spud' wrenches, 12", 18" and 24" pipe wrenches, 6", 12" and 18" crescent wrenches, aligning bar, asphalt rake, buck saw, burk bar, claw bar, claw hammer, concrete rake, crows-foot (hammer), edgers, flat rake, flat shovel, floats, form scraper, hand saw, hydrospoon, ice scraper, joiners, pick-axe, rebar pliers, scoop shovel, side cutter pliers, sledge hammer, spade, twisters, water pump pliers.
2. Describe power equipment	<ul style="list-style-type: none"> – Identify the following equipment: belt sander, chain saw, circular saw, disk sander, drills, grinders, jig saw, mitre saw, palm sander, planers, power sander, power screed, power trowels, reciprocating saw, rescue saw, routers, table saw, vibrators.
3. Describe fasteners	<ul style="list-style-type: none"> – Identify nails. – Identify snap ties. – Identify tie wires.
4. Other	<ul style="list-style-type: none"> – Wheelbarrow.

CORE ENTRY SKILL #B Demonstrate Trade Foundation Skills

Sub-skills	Yes	Date	Assessor
1. Perform basic calculations			
2. Describe construction documents			
3. Describe roles and responsibilities of individuals on work site			
4. Communicate on the work site			

CORE ENTRY SKILL #C *Demonstrate Tools, Equipment, and Materials*

Sub-skills	Yes	Date	Assessor (initial)
1. Describe hand tools			
2. Describe power equipment			
3. Describe fasteners			
4. Other — wheelbarrow			

4. Communicate on the work site	<ul style="list-style-type: none"> – Asks foreman or co-worker when clarification is needed. – Interact positively with co-workers. – Communicate with co-workers, i.e. when in doubt ask and clarify if needed. – Communicate respectfully with co-workers. – Use hand signals to communicate with the various equipment operators. – Use radios to communicate with the various equipment operators. – Recognise signage on the site inc. caution tape and other signs, e.g., the location of the fire extinguisher and the First Aid box.
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Criteria: Core Entry Skill #B - Demonstrate Trade Foundation Skills	
1. Perform basic calculations	<ul style="list-style-type: none"> – Use a calculator to do basic calculations (addition, subtraction, multiplication and division). – Use a Metric measuring tape to do basic measurements. – Use an Imperial measuring tape to do basic measurements.
2. Describe construction documents	<ul style="list-style-type: none"> – Use timesheets. – Read and sign the WCB 'green' card (if there is an incident to report). – Complete the TD1 income tax form. – Review the company's policy and procedure and safety book. – Complete the acknowledgement that this information was reviewed. – Complete Hiring Information Form,
3. Describe roles and responsibilities of individuals on work site	<ul style="list-style-type: none"> – Recognises chain of command on the site. – Approaches a job with a positive attitude. – Recognises own limitations inc. the level of problems that can be solved.
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Core Entry Skill #D Assist Tradespeople

Sub-skills	Yes	Date	Assessor (initial)
1. Move tools, equipment and materials.			
2. Use hand tools			
3. Use power tools and equipment			
4. Clean work area			

Criteria: Core Entry Skill #A - Demonstrate Safe Work Practice	
1. Wear appropriate clothing	<ul style="list-style-type: none"> - Wear clothing in good condition, i.e., not torn. - Wear nothing too loose, including a sweater tied around the waist. - No jewellery specifically chains and earrings. No rings are preferred. - Clothing not too tight to ensure free movement. - Weather appropriate clothing. - No sleeveless shirts.
2. Use PPE	<ul style="list-style-type: none"> - Wear current hardhat. - Wear approved construction safety glasses. - Wear appropriate hearing protection (earplugs and/or ear muffs). - Wear reflective safety vest. - Use appropriate respiratory protection as needed. - Use appropriate hand protection (chemicals). - Use safety certified boots (appropriate to the job).
3. Adhere to lock-out and tag-out procedures.	<ul style="list-style-type: none"> - 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.

4. Use ladders safely	<ul style="list-style-type: none"> - Check that the ladder is in good repair, i.e., no broken or damaged rungs. - Ensure that the ladder is suitable for the job being performed, i.e., not too long and not too short. - Put the kicker at the bottom of the ladder. - Check that the ladder is on a solid surface and that it doesn't slip or slide. - Climb the ladder, with a 'spotter' holding it. - Tie the ladder at the top to a secure/solid location. A fastener can be used if necessary. - If climbing onto a roof, the ladder must be a minimum of three feet beyond the roof or work area.
5. Respect 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.