

## SKILL AND COMPETENCY EVALUATION

Worker Name	Jane Doe	Job Title	Casual Labourer
Supervisor Name	Dave Smith	Date of Evaluation	May 5, 2022
Farm Name	Joe Jones Farm	Re-Evaluation Date	May 12, 2022

Job or Task	Step Ladder use	Work Area	Not Applicable
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Step	Description	Meets Expectations	More Training Required	Comments/Notes
1	Obtain step ladder from shop wall	✓		
2	Carry step ladder to location	✓		used proper carrying techniques, found a level location to set the ladder up on
3	Setup step ladder	✓		Locked braces into place, checked stability before climbing
4	Climb up step ladder		✓	Did not maintain 3 points of contact; reminded worker of this and why it is important
5	Climb down step ladder	✓		
6	Take step ladder down	✓		
7	Carry step ladder back to the shop	✓		Did not rush, alert to what was happening around her
8	Put step ladder back on shop wall	✓		
9				
10				

Additional comments, resources used, factors or conditions relevant, etc.
As Jane forgot to use three points of contact, additional time will be spent on this and practicing it when climbing into and from equipment as well. Re-evaluation will occur in one week.

Worker Signature	Jane Doe	Date	May 1, 2022
Supervisor Signature	Dave Smith	Date	May 1, 2022
Farm Owner Signature	Joe Jones	Date	May 2, 2022

**IMPORTANT:** RETAIN A COPY OF THIS DOCUMENT IN THE WORKERS EMPLOYEE FILE.