

EMPLOYEE TRAINING RECORD

TRAINING TITLE TRENCHING MACHINE

KEY TEACHING POINTS

PERSONAL PROTECTIVE EQUIPMENT

- **Hearing protection**
- **Hard hat**

- **Eye protection**
- **Safety boots/shoes**

SAFE OPERATING PROCEDURES

- **Review safe practice rules for applicable equipment (including rental equipment) and perform pre-operational checks.**
- **Have all persons stand clear when machine is started and operating.**
- **Clear area to be trenched.**
- **Locate and mark any underground utilities or water lines before trenching.**
- **Secure machine properly before transporting.**
- **Unload machine at a location protected from traffic exposure.**
- **Obtain assistance when necessary to physically handle machine**
- **Don't overwork small machine on large jobs, obtain proper size machine for respective jobs.**

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Have all persons stand clear when machine is started and operating.		
2 Unload the machine right next to where you are going to work to minimize handling.		
3 Secure machine properly before transporting.		
4 Obtain assistance when necessary to physically handle machine		
5 Don't overwork small machine on large jobs, obtain proper size machine for respective jobs.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE

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