

## CSHO Trainee Guidance

### *Progression Notebook*

- Maintain and keep up with your notebook at all times
- Track your inspections and training carefully
  - Follow up on inspections or training that has not been provided
  - Review your training records periodically to ensure training has been accurately logged

### *Inspections*

- Request clear expectations from Lead when going out on an inspection
  - Overview of industry
    - Type of hazards
    - PPE required
    - Equipment needed
  - Your role as Trainee (before each inspection)
    - Prep for the inspection (i.e. history search, industry search, gather appropriate equipment for the inspection, etc.)
    - Obtain clear guidance from Lead CSHO as to what tasks you will be performing on the inspection
      - Observation only
      - Conduct the opening and/or closing conference
      - Assist with employee interviews
      - Take photographs, measurements, etc.
      - Lead the Inspection (conducting the entire inspection with minimal input from Lead CSHO)
      - Writing portions of the complete inspection (identifying what portions of the inspection that were written by you)
  - After each inspection
    - Request constructive feedback (verbal)

### *Inspection Evaluations*

- Completing CSHO *Supervised Accompanied* Inspection Reports
  - Complete in a timely manner while information is fresh
  - Indicate how you participated in the inspection; what skills were learned; and the specific citations that you wrote/drafted
  - Bring any issues related to your training to your Supervisor