

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 or 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