

## Guidance for the Supervisor

### CSHO Trainee

#### *Progression Notebook*

- Provide 3 ring notebook to CSHO trainee for their Progression Notebook
  - Go to One Stop Shop (Training Tab)
    - Review placement of contents with trainee
    - Provide explanation regarding contents and how to complete them (i.e., forms, spreadsheets)
    - Conduct random audits of the trainee's progression notebook
- Tracking their inspections and training
  - Follow up on inspections or training that have not been provided
  - Reviewing training records periodically to ensure training has been accurately logged

#### *Accompanied Inspections*

- Lead CSHO will give them a clear outline of what is expected during an accompanied inspection.
  - Follow Lead CSHO's directions during the inspection
  - Ask the Lead CSHO when to ask questions: before, during and after an inspection
  - Provide verbal feedback to supervisor

#### *Supervised (Accompanied) Inspections*

- Lead CSHO will give them a clear outline of what is expected during a supervised accompanied inspection.
  - Follow Lead CSHO's directions during the inspection
  - Ask the Lead CSHO when to ask questions: before, during and after an inspection
  - Provide documented feedback to supervisor

### CSHO IIs/ Released CSHO (lead CSHOs)

#### *Inspections (Supervised and Accompanied)*

- Review and provide training on the revised OPN 64 Progression Notebook with ALL lead CSHOs in the district when the policy becomes effective
- Ensure Lead CSHOs understand their role and responsibilities prior to having a CSHO in Training accompany them on an inspection
- Provide Lead with clear expectations of what to cover with the CSHO Trainee when out on an inspection
  - Overview of industry
    - Assist with Inspection Prep (if it is the CSHO in Training first time on an inspection or first time utilizing a specific piece of IH equipment)
    - Type of hazards
    - PPE required
    - Equipment needed/to be used

- Trainee's role  
Provide the trainee with the guidance document and review it.
- After each inspection
  - Provide trainee constructive feedback (verbal)

#### *Evaluations*

- Provide documented evaluation form for *supervised* accompanied inspections to the supervisor (not trainee)