



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Heavy Equipment  
Operator - Dozer**

636C

## Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

### Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



### Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
  - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
  - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
  - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trade: \_\_\_\_\_

**Training Agreement # (for Compulsory and Non-Compulsory trades):**

**STO Account No. (for Compulsory trades only):**

**This document is the property of the Apprentice named herein and represents the official record of their training.**

**If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.**

# Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook\*\*  
skilledtradesontario.ca/about-trades/trades-information

\*\* This is the official record of your training progress. You are responsible for keeping it up-to-date.

Complete on-the-job training

*Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook*

Complete in-school training

*Attend and complete the in-class training set out in the Curriculum Training Standard*

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

Certificate of Apprenticeship is issued

Phase 2: Apprenticeship

Trades without examination

CofA is the final step of the program

Trades with examination (compulsory and non-compulsory trades)\*

Provisional Certificate of Qualification issued for a 12 month term

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

Make payment for your Certificate of Qualification examination

Call to make a payment (647-847-3000 or 1-855-299-0028)

Schedule a date to write your Examination

To schedule your examination, contact your local Service Delivery Office.

Pass Certificate of Qualification examination

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

Certificate of Qualification is issued

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 3: Certification

\* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

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Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [skilledtradesontario.ca](https://skilledtradesontario.ca).

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### Foreword: Purpose, Terms and Conditions of the registered Training Agreement

#### Purpose:

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.  
Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

#### The Apprentice agrees:

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by the Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

#### The Sponsor agrees:

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress to ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

Resource	Link
Red Seal Program	<a href="http://red-seal.ca">red-seal.ca</a>
Apprenticeship in Ontario	<a href="http://ontario.ca/page/apprenticeship-ontario">ontario.ca/page/apprenticeship-ontario</a>
Employment Ontario	<a href="http://employmentontario.ca">employmentontario.ca</a>
Service Canada	<a href="http://servicecanada.gc.ca">servicecanada.gc.ca</a>
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	<a href="http://ontario.ca">Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)</a>
Ministry of Labour, Immigration, Training and Skills Development	<a href="http://ontario.ca/page/ministry-labour-training-skills-development">ontario.ca/page/ministry-labour-training-skills-development</a>
Exam Preparation Guide	<a href="#">Exam Resources – Skilled Trades Ontario</a>
Skills Zone (Ontario Skills Passport)	<a href="http://www.skillszone.ca/">http://www.skillszone.ca/</a>
Ontario Construction Secretariat	<a href="http://iconstruction.com">http://iconstruction.com</a>
Infrastructure Health and Safety Association	<a href="http://www.ihsa.ca">http://www.ihsa.ca</a>
Ministry of the Environment, Conservation and Parks	<a href="https://www.ontario.ca/page/ministry-environment-conservation-parks">https://www.ontario.ca/page/ministry-environment-conservation-parks</a>
WSIB	<a href="http://www.wsib.on.ca">http://www.wsib.on.ca</a>
Technical Standards and Safety Authority	<a href="https://www.tssa.org">https://www.tssa.org</a>
Workplace Safety North	<a href="https://www.workplacesafetynorth.ca/">https://www.workplacesafetynorth.ca/</a>
Ontario One Call (“Call before you dig”)	<a href="https://www.ontarioonecall.ca/">https://www.ontarioonecall.ca/</a>

*\*Please note, all website addresses are current at time of printing*

### Methodology- Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops, and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to provide a broader representation of the sector to provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.



### Introduction to the Logbook

This “on-the job” Logbook is the training standard Heavy Equipment Operator – Dozer (636C) was developed in conjunction with the logbooks for the two other heavy equipment operator trades (636A and 636B) and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for the trade of Heavy Equipment Operator – Dozer (636C) are to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed. These include the following:

### Standard of Performance

All skills within the Heavy Equipment Operator – Dozer (636C) Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: [skilledtradesontario.ca](http://skilledtradesontario.ca)

### Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

**Skilled Trades Ontario (STO)** is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades [skilledtradesontario.ca/public-register/](https://skilledtradesontario.ca/public-register/);
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister

**Ministry of Labour, Immigration, Training and Skills Development (MLITSD)** is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research.
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

***For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.***

### Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Forward: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
  - Your Sponsor’s address;
  - Your name and address; and/or,
  - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

### **Roles and Responsibilities of Sponsors and Trainers**

**Sponsors** are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to *"Introduction to the Logbook"*). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

### **Health and Safety**

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

### **The Internal Responsibility System:**

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

### **Roles and Responsibilities under the Occupational Health and Safety Act**

#### **Employer's Responsibilities include but are not limited to the following:**

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

#### **Trainer/Supervisor Responsibilities include but are not limited to the following:**

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

#### **Worker/Apprentice Responsibilities include but are not limited to the following:**

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

### **The Three Rights of Workers/Apprentices**

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

### **For construction projects applying to construction trades a Constructor is also identified:**

On all projects, either the owner or someone hired by the owner is the constructor.

The intent of the Occupational Health and Safety Act is to have one person with overall authority for health and safety matters on a project. This person is the constructor of the project.

The constructor is the party with the greatest degree of control over health and safety at the entire project and is ultimately responsible for the health and safety of all workers and apprentices. The constructor must ensure that all the employers, apprentices and workers on the project comply with the Act and its regulations.

Constructor's duties include the following:

- To ensure that the measures and procedures in the Act and regulations are carried out.
- To ensure that every employer, apprentice and worker on the project complies with the Act and regulations.
- To ensure that the health and safety of workers/apprentices on the project are protected.

### **Ministry of Labour, Immigration, Training and Skills Development**

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

### **Important Safety Reminders for Heavy Equipment Operators:**

#### **Underground and Overhead Utility work:**

Heavy Equipment Operators may work around underground and overhead utilities. As a result, it is critical, for the safety of the operator, co-workers and the public, that Heavy Equipment Operators follow legislative and regulatory requirements. The Electrical Safety Authority and the Technical Standards and Safety Authority have established 2 important guidelines:

- a. Guideline for excavation in the vicinity of utility lines
- b. Guideline for the proximity to distribution lines

#### **Trenching work:**

Heavy Equipment Operators are frequently engaged in trenching and deep excavation work. As a result, it is important for Heavy Equipment Operators to adhere to the applicable legislation, regulation and standard when it comes to trenching safety. Part III of O. Reg 213/91 establishes the minimum requirements regarding excavations.

#### **Reversing Equipment:**

When operating heavy equipment, Heavy Equipment Operators may encounter blinds spots, depending on the equipment being operated. Blinds spots are a leading cause of struck-by injuries and fatalities on construction sites. Accident prevention strategies require 4 key elements; site planning, signalers, training and electronic devices.



### Apprenticeship Program Summary/Guidelines

#### Scope of Practice

The Scope of Practice for the trade of **Heavy Equipment Operator – Dozer** is set out in section 62 of Ontario Regulation 875/21 under BOSTA and reads as follows:

Heavy equipment operator — dozer

62. The scope of practice for the trade of heavy equipment operator — dozer includes inspecting, maintaining, transporting and operating full (standard) size dozer equipment by performing the following:
1. Operating equipment in a safe and efficient manner.
  2. Performing pre-operational inspections.
  3. Performing preventative maintenance.
  4. Transporting equipment.
  5. Reading and interpreting site plans and manufacturer's manuals.
  6. Installing attachments.
  7. Loading and unloading equipment.
  8. Excavating, grading, ramp building, stockpiling, backfilling and towing operations.
- O. Reg. 875/21, s. 62.

\*While the Logbook draws on the scope of practice regulation (Section 62 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. \*

#### Program Guidelines

##### On-the-Job Training Duration

Industry has identified a benchmark of 2260 hours as the duration necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

##### In-Class Training Duration

Industry has identified 300 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program. Of the 300 hours in-class training hours, 129 hours are considered common core between all three HEO trades and 171 hours are specific to HEO — Dozer. All reportable subjects need to be completed for in-class requirements to be met.

##### Total Training Hours

2560 hours

### Journeyperson to Apprentice Ratio

While some of the trades regulated under BOSTA are subject to Journeyperson to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyperson to Apprentice ratio guideline of 1 Journeyperson (or individual who is deemed equivalent to a journeyperson) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

### Ratios in Regulation:

If a trade has been prescribed as being subject to an apprentice to journeyperson ratio, the number of apprentices who may be sponsored or employed by a person in the trade in relation to the number of journeypersons employed or otherwise engaged by the person in the trade **shall not exceed one apprentice for each journeyperson**; Further information can be found in the Apprenticeship section of the Government of Ontario website at [ontario.ca/page/hire-apprentice](https://ontario.ca/page/hire-apprentice)

### Program Requirements

#### Wage Rates:

There are no wage rates in regulation for this trade.

#### Compulsory and Non-compulsory Classification

Regulations *Building Opportunities in the Skilled Trades Act, 2021* and the classification of each trade as either “compulsory” or non-compulsory.” The trade of Heavy Equipment Operator - Dozer is non-compulsory.

#### Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Logbook.
- Complete the in-school training as outlined in the Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

### Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#).

### **Standard of Performance**

In general, the standard of performance for the trade of Heavy Equipment Operator - Dozer are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

### **Other Suggested or Required Certification(s) and Training**

While an apprentice receives health, safety and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

Heavy Equipment Operators work in multiple industries and sectors. As a result, there may be other employer specific or industry/sector training and certifications that may be required or recommended. These may include:

- Mobile Crane Operator 0 to 8 ton (construction)
- Working at Heights
- Traffic Control Safety training
- Ground disturbance training (utility sector)
- Pipeline safety training
- WHMIS
- First Aid and CPR (AED training)
- Confined Space Awareness training
- Propane in Construction training

Heavy Equipment Operators may also work in specialized sectors. Therefore, it is important for apprentices to partake in any industry or sector specific training or certification that may be required. For example:

- Surface Miner
- Forestry pit and road construction equipment operator

### Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

#### Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

***To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.***

#### Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.
- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

### Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

***The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.***

### Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to the Skilled Trades Ontario, as it is necessary for the Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre  
Ministry of Labour, Immigration, Training and Skills Development  
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
TTY: 1-866-533-6339 or 416-325-4084

List of Trainers

Trainer's Name (Please Print)	Trainer's Signature	Date of start with Trainer (day/month/year)

### **9357      Protect Self and Others (Pre and Post Operational Safety)**

Heavy equipment, including dozers, used in construction, mining, forestry and other industries are extremely powerful both in size and capacity. In addition, safety concerns such as soil stability, overhead and underground obstacles, powerlines and other hazards make the work of heavy equipment operators inherently dangerous.

Heavy Equipment Operators will confront daily risks when performing their jobs. Though risks may vary depending on the setting and circumstances, incidents can be prevented by always taking safety precautions into account, by implementing safety protocols, procedures and requirements and following them prior to and after the use of heavy equipment.

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### **Skills**

#### **9357.01      Conduct job safety analysis (JSA) to identify potential hazards and determine the safest way to perform the job by:**

- reviewing site plan and/or demolition plan;
- reviewing the traffic management plan with the health and safety representative and foreman prior to job start;
- conducting an initial visual inspection of the work area;
- interpreting emergency response plan;
- assessing worksite conditions such as height clearances, base conditions, presence of hazards;
- assessing ground and environmental conditions such as identifying soil types (I, II, III, IV) and reviewing rapidly changing weather to determine adverse effects on work location;
- conducting inspections on a continual basis to identify potential hazards such as material placement, ground conditions, overhead hazards, proximity to obstructions, pedestrian and vehicle traffic and manholes;
- providing input into the location of garbage receptacles, fuel storage and temporary buildings;
- removing visual barriers and obstructions to maintain eye contact with others and intended path of travel is clear;
- confirming locate sheet is provided and current;



- identifying the location of utilities; and,
- identifying and marking the location of potential hazards such as manholes and water valves using tools such as cones, ribbons and stakes

according to work environment and work conditions, government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**9357.02 Use personal protective equipment (PPE)** such as hard hat, safety boots, eye protection, reflective clothing and hearing protection to support the safety of self and others and extend the life of the equipment by:

- selecting equipment applicable to the job;
- inspecting the equipment for breaks, signs of wear, tears, cracks, leakage, loose and defective components;
- adjusting equipment for fit;
- reporting and tagging deficiencies; and,
- removing from service if necessary

according to work environment and work conditions, government legislation and regulations, manufacturer's specifications, site and company policies

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9357.03 Maintain personal protective equipment (PPE)** such as hard hat, safety boots, eye protection, reflective clothing and hearing protection to support the safety of self and others, prevent damage and extend the life of the equipment by:

- inspecting the equipment for breaks, signs of wear, tears, cracks, leakage, loose and defective components;
- analyzing equipment performance and function;
- placing and storing the equipment in a designated location;
- reporting and tagging deficiencies; and,
- removing from service if necessary

according to work environment and work conditions, government legislation and regulations, manufacturer's specifications, site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9357.04 Use operator's manual** by:

- confirming manual is accessible to the operator;
- confirming the manual information is accurate; and,
- navigating the information in the manual

according to work environment and work conditions, government legislation and regulations, manufacturer's specifications, site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9357.05 Use safety equipment** such as fire extinguishers, fire suppression systems, seatbelts, warning devices, back up alarms, labels, ROPS, FOPS, lock-out devices, first aid kits by:

- selecting equipment relevant to the task;
- inspecting and testing the equipment to confirm functionality;
- securing equipment and ensuring fit where applicable;
- adjusting the equipment as required;
- confirming required labels are in place and legible;
- making the equipment readily available for use;
- noting/tagging deficiencies;
- notifying supervisor of any deficiencies; and,
- removing from service if necessary

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9357.06 Communicate with others by:

- participating in worksite orientation meetings;
- demonstrating verbal and written skills;
- communicating and cooperating with supervisors and co-workers;
- acting as a team player;
- mentoring and providing instruction to others as necessary;
- using pre-determined language and signals;
- using communication equipment such as radios, cell or satellite phones, horns and other devices for signaling;
- recognizing established signs/signals/alarms;
- communicating with the signal person;
- responding to alarms such as warning signs, danger notices, bells, whistles;
- providing instruction to others to indicate positions of equipment; and,
- signaling haul unit drivers that truck is loaded and ready where applicable

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9357.07 Manage health and wellness by:

- practising techniques for remaining physically, mentally and emotionally "fit for work";
- maintaining a healthy lifestyle and diet to positively influence fatigue, performance, physical fitness and agility;
- balancing personal and work life, to contribute to overall occupational success;
- dealing with work-related and personal stress that can affect family relationships;
- maintaining an emotional state that will positively affect tolerance for dealing with stress, the decisions they make, and their ability to do a job;
- assessing emotional state before deciding to operate;
- knowing that the effects of alcohol, over-the-counter drugs, prescription drugs or illegal drugs can continue before, during and

after work, and there can also be consequences for using these substances;

- using personal strategies to recognize and alleviate the causes and symptoms of stress that may affect performance at work;
- using personal strategies to recognize and combat fatigue;
- planning ahead and knowing where work breaks can be taken;
- using procedures and proactive techniques such as stretching and lifting methods to prevent workplace injuries;
- planning suitable sleep and other breaks to avoid fatigue while completing operating responsibilities;
- addressing occupational factors which contribute to health-related challenges such as obstructive sleep apnea, back strain, injuries caused by slips, trips and falls, hypothermia and hyperthermia;
- using personal hygiene habits that positively affect workplace relationships.
- confirming access to water, food and medication when applicable; and,
- accessing assistance as required

according to work environment and work conditions, manufacturer's specifications, government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

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**9358 Protect Self, Others and the Environment (Operational Safety)**

Heavy equipment used in construction, mining, forestry and other industries are extremely powerful both in size and capacity. In addition, safety concerns such as soil stability, overhead and underground obstacles, powerlines and other hazards make the work of heavy equipment operators inherently dangerous.

Heavy Equipment Operators will confront daily risks when performing their jobs. Though risks may vary depending on the setting and circumstances, incidents can be prevented by always taking safety precautions into account, by implementing safety protocols, procedures and requirements and following them prior to and after the use of heavy equipment. In addition, environmental regulations and requirements have added to the responsibilities of the operator when performing specific tasks.

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**Skills****9358.01 Mount and dismount dozer by:**

- maintaining three points of contact at all times;
- ensuring hand and foot holds, handrails and walkways are free of debris (e.g. ice, mud);
- avoiding lateral movements; and,
- avoiding hazardous ground conditions when parking or positioning the equipment

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

### 9358.02 Perform spill control procedures by:

- confirming procedures are posted;
- prioritizing spill control measures for factors such as health and environment;
- using spill kits to contain hazardous materials such as oil, fuel and antifreeze;
- controlling ignition sources where applicable;
- preventing contamination of manholes or waterways and other potentially affected areas using methods such as digging a trench or dyke, diverting and blocking;
- using alternate methods or materials to contain spills, such as sawdust, sand, straw and plastic;
- cleaning up according to the site-specific spill control plan/procedures;
- removing and disposing of contaminated material; and,
- notifying supervisor and authorities having jurisdiction as required

according to work environment and work conditions, manufacturer's specifications (operator's manual), environmental regulations and legislation, other government legislation and regulations and site and company policies

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9358.03 Perform erosion and sediment control procedures by:

- assisting in installing sediment control materials such as silt fences and blankets to protect surrounding vegetation and waterways;
- minimizing exposed soils;
- minimizing sediment losses;
- minimizing erosion potential;
- following environmental timing restrictions to minimize impact on fish and wildlife;
- avoiding over-trafficking sensitive areas or areas with increased disturbance;
- placing stockpiles away from watercourses and environmentally sensitive areas when possible;
- sealing up spoil piles to prevent erosion and minimize water penetration;
- controlling water run-off;
- eliminating areas of standing water by grading.
- planning work to minimize damage to the environment caused by sedimentation;
- performing operations away from riparian zones to avoid environmental damage; and,
- consulting with supervisors or authority having jurisdiction to determine riparian regulations for the jobsite

according to work environment and work conditions, manufacturer's specifications, environmental regulations and legislation, other government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature



### 9358.04 Handle materials by:

- using, storing and disposing of materials such as used oil, antifreeze, fuel and other materials that may influence environmental factors such as vegetation, insects, emissions, noise, animals and sun; and,
- placing or stockpiling construction materials; and,
- loading and unloading material

according to work environment and work conditions, manufacturer's specifications (operator's manual), environmental regulations and legislation, other government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9358.05 Minimize the environmental footprint by:**

- using tier 4 equipment to reduce emissions;
- reducing idling times to reduce emissions and noise pollution;
- implementing idle free zones if possible;
- operating efficiently by reducing cycles;
- operating equipment within manufacturer's specifications;
- following the required maintenance schedule;
- following erosion and sediment control procedures (e.g. checking straw bales and silt fences daily)
- reporting any damage with environmental implications as required (e.g. reporting erosion control deficiencies);
- following spill control procedures;
- following environmental guidelines e.g. species at risk guidelines, cross contamination;
- remaining in work area/right of way;
- reviewing cleaning practices to minimize use of toxic chemicals; and,
- encouraging and collaborating with co-workers to do positive things for the environment and be more sustainable in their own lives (part of tailgate meetings)

according to work environment and work conditions, manufacturer's specifications (operator's manual), environmental regulations and legislation, other government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

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### 9359 Organize Work

Heavy Equipment Operators use and apply documentation and information in different ways to safely and successfully perform and complete their jobs. This includes; time sheets, inspection checklists, health and safety forms and logbooks. Heavy Equipment Operators must also interpret data and information including survey indicators and markings, utility markings and locates. As a result, Heavy Equipment Operators require an understanding of metric and imperial measurement systems, basic abbreviations and symbols for survey markings, reading construction drawings/blueprints and expressions of slopes and grades.

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### Skills

**9359.01 Use documentation** such as time sheets, inspection checklists, health and safety forms, logbooks, incident reports/forms, operator's manual, maps, drawings, charts, labels, and locate sheets by:

- reading, interpreting and responding to documents as required;
- documenting and detailing in a clear, legible and concise manner; and,
- completing and submitting documentation as required

according to work environment and work conditions, manufacturer's specifications, government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

### 9359.02 Determine methods of approach by:

- using information from drawings and plans to assess method of approach;
- assessing underground and overhead obstacles such as building protrusions, roof overhangs, overhead power lines, snow, bridges and overpasses;
- determining if an alternate approach is plausible or needed;
- assisting with gathering historical or anecdotal information, as-built records from local authorities for undocumented conditions;
- adapting operation based on site conditions and environmental information such as proximity to waterways, soil conditions and weather conditions;
- adapting operation based on equipment capability, limitations and availability;
- adapting operation based on number and types of equipment onsite;
- assessing site conditions for haulage equipment; and,
- confirming methods meet legislative and regulatory requirements

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9359.03 Interpret survey indicators and data by:

- clarifying abbreviations and symbols by consulting with surveyors or supervisor;
- identifying markings on survey indicators such as survey stakes, benchmarks and hubs;
- setting up survey stakes as offsets for excavation lines and gridlines;
- verifying survey data such as grade elevation and location to confirm accuracy of data; and,
- notifying immediate supervisor of inaccuracies or inconsistencies of survey data such as GPS coordinates and elevations

according to work environment and work conditions, manufacturer's specifications, government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9359.04 Check grade by:**

- using grade checking devices such as GPS, laser, digital machine systems, batter boards and string line to check and verify that the required grade is achieved; and,
- creating reference points on the equipment to assist in obtaining the desired grade; and,
- calibrating devices (directly attached to the equipment such as GPS) as required

according to work environment and work conditions, manufacturer's specifications, government legislation and regulations and site and company policies

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

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### **9360 Perform Pre-Operational Inspection**

Heavy Equipment Operators are required to perform pre-operational inspections on their tools, equipment and attachments. Inspections help prevent incidents and injuries. Conducting a pre-operational inspection is a critical process for verifying operation, confirming active workings as well as responding to problems, hazards or unsafe conditions. The inspection allows the operator to be confident in the equipment's ability to perform the designated function or task. Inspections may include visual and operational checks. Heavy Equipment Operators are required to report problems to their direct supervisor.

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### **Skills**

#### **9360.01 Inspect dozer, attachments and implements by:**

- visually (walk around/circle check) and operationally inspecting the following systems and components where applicable:
  - cooling system and components,
  - engine lubrication system and components
  - electrical system and components
  - air intake system components such as air filters, dust bowls and air restriction indicators
  - drive train and components
  - undercarriage components
  - hydraulic system and components
  - cab and components
  - load bearing structure and components (frame)
  - ROPS and FOPS
- checking for cracks, leaks, corrosion, misalignment, malfunctions, loose, missing, or defective components;
- checking to verify controls such as transmission and hydraulic lock outs are in locked or neutral position;
- turning on the unit and inspecting gauges for operation;
- checking fuel level / DEF fluid (for tier 4 machines only)
- continuing start up procedures;
- monitoring gauges;
- cycling controls for operation;

## Heavy Equipment Operator - Dozer

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- conducting warm-up procedures and rechecking; and,
- inspecting safety equipment by testing horn, travel alarm, lights, rear view camera operation, first aid kits, emergency shut down, fire suppression systems

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

### 9360.02 Complete pre-operational inspection sheet by:

- filling out daily equipment log;
- recording data accurately;
- documenting functions and defects in a clear, concise and legible manner; and,
- preparing report for review and signature by supervisor

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

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### 9361 Perform Scheduled and Preventative Maintenance

The responsibilities of Heavy Equipment Operators typically include the performance of scheduled and preventative maintenance. Wear and tear on the equipment can lead to reduced machine efficiency. Routine maintenance helps to make sure the equipment is running as required and may also, pro-actively, reduce equipment downtime, limit expensive repair costs as well as conserve the life span of the equipment. The Heavy Equipment Operator has the responsibility to take ownership of any piece of equipment they are operating. When equipment does not work, work may be interrupted. Equipment maintenance is indicative of a valuable employee. It is important, for safety purposes, that operators verify that the equipment cannot be started prior to performing maintenance.

### Skills

#### 9361.01 Maintain dozer operator station area by:

- cleaning windows, floors, controls, filters, and gauges;
- checking and lubricating seat mechanism;
- replacing windshield wipers and light bulbs;
- topping up fluids; and,
- adjusting mirrors

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

### **9361.02 Perform basic maintenance on dozer systems and components by:**

- topping up fluids as needed;
- lubricating all fittings; and,
- changing and cleaning filters

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### **9361.03 Lubricate dozer components, attachments and implements by:**

- selecting lubricant;
- identifying lubrication points;
- installing lubricant and replacing defective grease fittings;
- changing oil and filters; and,
- using grease guns and lube charts

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9361.04 Maintain dozer undercarriage and drive train systems by:**

- cleaning tracks, rollers, and final drive seals of dirt and debris;
- removing material from tracks and tires, bearings, sprockets rollers and wheels;
- tightening or adjusting tracks and loose fasteners;
- tightening undercarriage component mounting bolts; and,
- greasing drive train components

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9361.05 Perform basic maintenance on dozer attachments and implements by:**

- greasing attachments;
- checking mounted systems such as GPS and laser systems;
- adjusting and tightening clamps, electric lines, supports and receivers;
- visually inspecting attachments for unusual wear, damage, cracks, oil leakage and broken welds;
- visually inspecting bolts and pins on attachments;
- changing or rotating wear points such as teeth, edges, scarifiers;
- replacing or reporting damaged or missing cutting edges, bolts, teeth, and loose pins; and,
- replacing ground engaging tools, defective hoses and seals

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9362 Inspect and Use Tools, Instruments and Equipment

Heavy Equipment Operators may be required to use various tools, instruments and equipment to perform their jobs. These may include hand and power tools, measuring and testing equipment, hoisting and rigging equipment as well as grade checking and tracking instruments.

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#### Skills

##### 9362.01 Use hand and power tools by:

- selecting tools applicable to the task at hand;
- confirming sufficient power (if applicable) and maintaining the integrity of the power supply;
- cleaning tools to support optimum operation;
- lubricating tools as required;
- storing tools in designated areas such as tool boxes or cabinets;
- using tools for their intended purpose;
- replacing consumables as required; and,
- inspecting tools for defects and take remedial action such as repairing, replacing

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

### 9362.02 Maintain hand and power tools by:

- cleaning tools to support optimum operation;
- lubricating tools as required;
- storing tools in designated areas such as tool boxes or cabinets;
- replacing consumables as required;
- inspecting tools for defects and take remedial action such as repairing, replacing;
- tagging and disposing of defective tools; and,
- removing from use as required

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9362.03 Use measuring and testing equipment by:

- selecting equipment applicable to the task at hand;
- identifying calibration procedures;
- verifying calibration levels as required;
- verifying functionality of equipment;
- recharging laser levels and batteries at the end of shift or as required
- confirming power level (if applicable) and maintaining the integrity of the power supply;
- cleaning equipment to support optimum operation;
- inspecting equipment for defects and take remedial action;
- tagging and disposing of defective equipment; and,
- storing equipment in designated areas

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9362.04 Set up grade checking and tracking instruments** such as electronic equipment and laser levels by:

- selecting instrument applicable to the task at hand;
- selecting the set-up location;
- calibrating;
- establishing location of the benchmark and verifying elevation;
- creating benchmark when applicable; and,
- establishing the height of the instrument (working number)

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9362.05**      **Use grade checking and tracking instruments** such as electronic equipment and laser levels by:

- selecting equipment applicable to the task at hand;
- verifying calibration of equipment before use at the beginning of each shift and throughout the shift;
- verifying that project data file being used corresponds to the project
- troubleshooting instruments for failures;
- monitoring and verifying accuracy of the instruments;
- installing mobile signal receiver onto equipment and removing after use;
- interpreting measurement data on tracking instruments and making necessary adjustments or responses;
- inspecting equipment for defects and taking remedial action;
- identifying defective equipment, discrepancies (e.g. elevation) and reporting to supervisor (issues: incorrect benchmark, incorrect instrument height, environmental conditions, calibration); and,
- storing instruments in designated areas

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

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### 9363 Perform Basic Dozer Functions

Prior to operating the dozer to perform a specified task, it is critical that Heavy Equipment Operators, in any situation, have the foundational capacity to maintain control of the equipment, monitor equipment performance, troubleshoot problems (including replacing wear parts) as well as install and/or remove attachments. These skills allow the operator to complete their job efficiently and effectively.

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#### Skills

#### 9363.01 Test dozer, attachment and implement operation in a controlled setting prior to the work application by:

- traveling in travel (transport) position;
- demonstrating ability to steer and brake;
- performing forward and reverse operating cycle;
- cycling attachments and implements; and,
- monitoring work area for obstructions, personnel and equipment traffic

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**



### 9363.02 Maintain control of dozer by:

- entering and exiting machine using three-point contact while facing machine;
- adjusting seat and controls for ease of operation;
- using all applicable safety devices (e.g. seat belts, hydraulic lock-out);
- adjusting throttle and travel speed according to grade and roughness of terrain;
- maintaining centre of gravity while manoeuvring equipment with load;
- manipulating controls for smooth operation of equipment;
- maintaining prescribed clearance between equipment, and obstacles and utilities; and,
- using features such as mirrors and back-up cameras

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9363.03 Monitor performance of dozer by:

- visually scanning gauges for temperature and oil pressure to confirm that they are within safe operating range; and,
- identifying signs of fluid leaks, loss of power, other equipment problems or equipment failure using senses such as sight, smell and feel

according to work environment, work conditions and manufacturer's specifications (operator's manual).

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9363.04 Troubleshoot dozer, attachment and implement problems by:

- identifying faulty components and fault codes to explain problem to service personnel or to order parts;
- interpreting fault codes and monitor warning to determine course of action; and,
- reporting extent of problem to supervisor to determine how production, safety and environment will be affected (major vs. minor shut-down)

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9363.05 Install dozer attachments and implements by:

- identifying and selecting attachments for the work to be performed;
- inspecting attachment for faults prior to installation and use;
- selecting tools need to complete the installation or removal;
- following recommended installation and removal procedures;
- lubricating attachment as required; and,
- testing equipment and attachment to verify installation

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9363.06 Change or remove dozer attachments and implements by:**

- identifying and selecting attachments for the work to be performed;
- inspecting attachment for faults prior to installation and use;
- selecting tools need to complete the installation or removal;
- following recommended installation and removal procedures;
- lubricating attachment as required;
- testing equipment and attachment to verify installation; and,
- removing and storing attachment as required

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9363.07 Replace dozer attachment and implement guards and wear components by:**

- assessing the current state of the guard or wear component;
- identifying when replacement is required; and,
- replacing as needed

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

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### 9364 Operate Dozer

Ergonomic and technological advancements have improved dozer operations and allowed for ease of operation and improved precision (e.g. joysticks (electrical over hydraulic operation) and GPS).

#### Skills

##### 9364.01 Perform dozer set-up by:

- assessing job site conditions and requirements such as soil conditions, weather hazards;
- communicating with site personnel;
- identifying and locating utilities;
- interpreting grade stake information and job specifications;
- planning the material handling process to complete the job;
- visualizing the end result;
- determining location for set-up taking into consideration factors such as working in conjunction with other equipment, hazards, obstacles and the need for access/egress; and,
- setting-up of machine for task at hand

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

### 9364.02 Position dozer for task by:

- stabilizing equipment;
- confirming maximum efficiency;
- considering all obstacles;
- considering the position of other vehicles and equipment; and,
- considering location of cars, traffic, public, other workers

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9364.03 Clear and grub land by:

- selecting the attachment for the task at hand;
- removing stumps and roots; and,
- piling up and sorting debris for optimal production

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9364.04 Strip surface material by:

- selecting the attachment for the task at hand;
- identifying and removing surface material one layer at a time to avoid cross contaminating material;
- applying stripping technique to increase productivity (e.g. slot dozing or rolling the windrow); and,
- performing ongoing visual inspection to confirm minimal disturbance to underlying soils

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9364.05 Move mass material by:

- selecting the attachment for the task at hand;
- identifying the amount and type of material and the site conditions to determine technique;
- estimating the distance the material is to be moved to determine the type of method such as stockpile, slot method and short push;
- performing ongoing visual inspection of site to verify minimal disturbance to underlying soils and surfaces;
- determining the depth of blade cut required to operate the dozer in a fluid manner to obtain optimum productivity;
- adjusting tilt, pitch and angle of blade to support an optimum blade cut; and,
- synchronizing operation of equipment with other heavy equipment operators such as two dozers pushing bulk material together

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9364.06 Perform cut and fill operations by:

- selecting the blade type for the task at hand;
- identifying reference points to delineate the perimeter of the work area;
- adjusting operation based on material and changing ground conditions;
- visually assessing ground elevations for highs and lows;
- using equipment functions such as pitch, angle, and tilt to obtain required slope and grade;
- maintaining a profile according to site plan;
- determining action to be taken when encountering obstacles such as rocks, logs and debris;
- removing and dispersing excess materials; and,
- synchronizing operation of equipment with other heavy equipment operators such as two dozers pushing bulk material together

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature



### 9364.07 Create slopes, ramps and ditches by:

- selecting the attachment(s) for the task at hand;
- determining location;
- checking for work area hazards;
- determining soil conditions and type;
- confirming specifications and calculating the slope ratio;
- maintaining adequate shoulder width and compaction;
- excavating or filling soil between survey cut stakes to achieve required grade;
- keeping tracks parallel to the slope while grading to maintain required angle;
- verifying grade using applicable instruments; and,
- preventing any loose material from falling into the work area

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations, site plans and engineered specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9364.08 Backfill trenches and excavations by:

- selecting the attachment(s) for the task at hand;
- assessing the backfill area and structures;
- checking for work area hazards;
- following compaction specifications;
- selecting materials;
- preventing damage to structure;
- confirming installation is complete and safe for backfilling;
- protecting piping or utilities;
- manage piles of backfill material(s); and,
- placing material in lifts

according to work environment and work condition, manufacturer's specifications (operator's manual), government legislation and regulations, site plans and engineered specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9364.09 Compact material by:

- selecting the attachment(s) for the task at hand;
- checking for work area hazards; and,
- operating compacting attachments to achieve required density

according to work environment and work condition, manufacturer's specifications (operator's manual), government legislation and regulations, site plans and engineered specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9364.10 Spread material by:

- determining the depth of blade cut required to operate the dozer in a fluid manner to obtain optimum productivity;
- creating a working table;
- adjusting pitch, angle and tilt of blade to achieve specified elevation and to confirm movement of material;
- adjusting ground speed accordingly; and,
- synchronizing operation of equipment with other heavy equipment operators such as two dozers pushing bulk material together

according to work environment and work condition, manufacturer's specifications (operator's manual), government legislation and regulations, site plans and engineered specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9364.11 Perform grading operations by:

- selecting the attachment(s) for the task at hand;
- checking for work area hazards;
- creating working table;
- working to an established grade;
- cutting or filling;
- spreading materials; and,
- maintaining surface drainage if applicable

according to work environment and work condition, manufacturer's specifications (operator's manual), government legislation and regulations, site plans and engineered specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9364.12 Perform towing operations by:**

- selecting the attachment(s) for the task at hand;
- assessing job requirements;
- pre-establishing communication and signalling requirements;
- determining capacity and weight of dozer;
- determining weight of the towed vehicle;
- selecting and inspecting towing hardware;
- determining attachment points;
- positioning the dozer; and,
- confirming rigging is secured;

according to work environment and work condition, manufacturer's specifications (operator's manual), government legislation and regulations, site plans and engineered specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

### 9365 Perform Post Operational Inspection and Storage

Heavy Equipment Operators will conduct post operation inspections of equipment for various reasons. Post operational inspections may include locking doors, turning off and locking the master switch, cycling hydraulics. At this stage, operators will also check for overall equipment damage and may clean equipment. The storage of equipment and attachments, according to requirements, is also critical to prevent damage and increase the lifespan of the equipment and/or attachments.

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### Skills

#### 9365.01 Shut down dozer by:

- selecting location;
- confirming access and egress when possible;
- lowering all raised components;
- following engine shutdown procedure;
- securing equipment and attachments against movement and theft;
- dismounting from dozer using three-point contact; and,
- shutting off and removing the master key

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**9365.02 Conduct post operational inspection of dozer, attachments and implements by:**

- visually inspecting dozer, attachments and implements including:
  - checking for wear and damage
  - checking for leaks
  - checking for missing or broken components (e.g. pins, lock nuts)
- using smell to check for problems (e.g. burnt wires, coolant or oil leak);
- affixing lockout tags to equipment that has been removed from service;
- confirming attachments are lowered; and,
- engaging the parking brake/switch if applicable

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9365.03 Complete post operational inspection sheets by:**

- recording data; and,
- documenting maintenance functions and defects in a clear, concise and legible manner

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

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### 9366 Transport Dozer, Attachments and Implements

It is important to follow recommended procedures when loading, transporting and/or unloading heavy equipment and attachments. This protects the safety of the haulage truck driver (float driver), the operator and the public as well as helps to prevent damage to the equipment and attachments. In Ontario, it is the role of the haulage truck driver to load, secure and unload. The Heavy Equipment Operator will usually assist with the task.

#### Skills

#### 9366.01 Prepare dozer, attachments and implements for transport by:

- performing a circle check of the machine and float;
- selecting the float;
- parking on level and solid ground free of hazards;
- blocking float wheels;
- cleaning float deck;
- lowering ramps;
- cleaning equipment and attachments to prevent debris from falling; during transportation or prevent contamination of next site;
- removing attachments if necessary (depends on weight and dimensions of attachment); and,
- communicating with the float driver

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**9366.02 Assist with loading dozer, attachments and implements for transport by:**

- determining how the dozer will be loaded (orientation, float type, float driver preference);
- determining if it is a standard load or over-dimensional load;
- wearing seat belt;
- selecting slowest travel mode\speed range;
- considering weather conditions;
- manoeuvring equipment onto the float while maintaining stability
- obeying hand signals;
- positioning equipment based on the directions of the float driver;
- putting dozer transmission in neutral;
- lowering attachments;
- setting the parking brake/switch; and,
- performing shutdown procedure

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature



**9366.03 Assist in securing dozer, attachments and implements for transport by:**

- helping to tie down equipment and attachments as required;
- closing windows and doors to prevent damage during transport;
- covering exhaust pipes on stopped engines to prevent turbo damage during transport; and,
- visually inspecting dozer, attachments and implements for loose components, debris

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

**9366.04 Assist with unloading dozer, attachments and implements by:**

- selecting level and firm ground free of overhead and surrounding hazards;
- identifying hazards;
- setting up traffic control as required;
- removing tie downs;
- removing exhaust coverings;
- disengaging parking brake/switch if necessary;
- removing and storing all rigging;
- blocking wheels of float;
- lowering and blocking ramps;
- following pre-established communication signals;
- raising attachments;
- selecting slowest travel mode\speed range;
- manoeuvring equipment off the float while maintaining stability; and,
- performing a walk-around inspection to identify damage from transport

according to work environment and work conditions, manufacturer's specifications (operator's manual), government legislation and regulations and site and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

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Acronyms	
BOSTA	Building Opportunities in the Skilled Trades Act
FOPS	Falling object protective structures
GPS	Global positioning system
HEO	Heavy Equipment Operator
IHSA	Infrastructure Health and Safety Association
JSA	Job safety analysis
MLITSD	Ministry of Labour, Immigration, Training and Skills Development
PPE	Personal protective equipment
ROPS	Rollover protective structures
STO	Skilled Trades Ontario
TSSA	Technical Standards and Safety Authority
WSIB	Workplace safety insurance board

### Glossary of Terms

Shuttling: Picking and carrying material from one area to another

### Definitions

#### Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios or wage rates that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

#### BOSTA

*Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*

#### Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

#### Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

#### Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

#### Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

#### Journeyperson

Journeyperson means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyperson in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

#### Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

#### Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

### Provisional Certificates of Qualification

- A provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a provisional Certificate of Qualification are subject to any ratios and/or wage rates that have been set out for their trade(s).

### Ratios

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

### Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination.

The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. **The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades.** The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

### Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

### Skill

Individual competency/task described in the Logbook.

### Skill Sets

Group or selection of individual skills found in the Logbook.

### Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

**Sponsor**

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

**Sponsor of Record**

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

**Trainer**

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

### Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyperson and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination.

To access the Red Seal preparation guide please visit: [red-seal.ca](http://red-seal.ca)

### Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

#### Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

#### Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

#### Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with the Skilled Trades Ontario.
2. Contact Client Services at the Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

### Instructions for Recording a Change in Sponsor

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you do record all of the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

**You must fill out a Change of Sponsor Record each time you change your sponsor.**



**Sponsor Record #1**

<b>Sponsor Information</b>		
<b>Apprentice Name</b>		
<b>Training Agreement #</b>		<b>Date (mm/dd/yy)</b>
<b>Sponsor Name</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>E-mail Address</b>		

<b>Summary of Training</b>	
<b>Employment Start Date</b>	
<b>Employment End Date</b>	
<b>Total hours of training &amp; instruction between dates of employment.</b>	
<b>Skill Sets Completed</b>	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [Skilled Trades Ontario](#) and search Sponsor Record Form.**

**Change of Sponsor Record #2**

<b>Sponsor Information</b>		
<b>Apprentice Name</b>		
<b>Training Agreement #</b>		<b>Date (mm/dd/yy)</b>
<b>Sponsor Name</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>E-mail Address</b>		

<b>Summary of Training</b>	
<b>Employment Start Date</b>	
<b>Employment End Date</b>	
<b>Total hours of training &amp; instruction between dates of employment.</b>	
<b>Skill Sets Completed</b>	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #3**

Sponsor Information		
<b>Apprentice Name</b>		
<b>Training Agreement #</b>		<b>Date (mm/dd/yy)</b>
<b>Sponsor Name</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>E-mail Address</b>		

Summary of Training	
<b>Employment Start Date</b>	
<b>Employment End Date</b>	
<b>Total hours of training &amp; instruction between dates of employment.</b>	
<b>Skill Sets Completed</b>	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

## Appendix A — Instructions for Apprenticeship Program Completion

**Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.**

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or call the *Employment Ontario* toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, the Skilled Trades Ontario will automatically register the Apprentice for a Provisional certificates of qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

## Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority ( <i>print name</i> )	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement ( <i>for hours-based trades only</i> )	
Hours completed? ( <i>documentation attached</i> )	Yes ( )      No ( )      Not applicable ( )
Classroom training completed or exempt?	Yes ( )      No ( )      Not applicable ( )

I hereby confirm that the information submitted on both sides of this form is true and accurate.

<b>X</b> _____	<b>X</b> _____
Apprentice's Signature      Date	Signature of Sponsor's Signing Authority      Date

## Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
<b>9357</b>	Protect Self and Others (Pre and Post Operational Safety)	
<b>9358</b>	Protect Self, Others and the Environment (Operational Safety)	
<b>9359</b>	Organize Work	
<b>9360</b>	Perform Pre-Operational Inspection	
<b>9361</b>	Perform Scheduled and Preventative Maintenance	
<b>9362</b>	Inspect and Use Tools, Instruments and Equipment	
<b>9363</b>	Perform Basic Dozer Functions	
<b>9364</b>	Operate Dozer	
<b>9365</b>	Perform Post Operational Inspection and Storage	
<b>9366</b>	Transport Dozer, Attachments and Implements	

### Ministry of Labour, Immigration, Training and Skills Development use only:

Sponsor verified as most recent sponsor of record:	Yes ( )	No ( )
Documentation to support completion of hours attached:	Yes ( )	No ( )
Completion of classroom training verified:	Yes ( )	No ( )

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices)

Location	Contact	Location	Contact
<b>Barrie</b> 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	<b>Marathon</b> 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
<b>Belleville</b> 613-968-5558	135 North Front St, Belleville, ON K8P 3B5	<b>Markham</b> 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
<b>Brantford</b> 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	<b>North Bay</b> 705-495-8515	200 First Ave West, North Bay, ON P1B 3B9
<b>Chatham</b> 519-354-2766	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	<b>Ottawa</b> 613-731-7100	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
<b>Cornwall</b> 613-938-9702	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	<b>Owen Sound</b> 519-376-5790	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
<b>Dryden</b> 807-456-2665	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	<b>Peel</b> 905-279-7333	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
<b>Durham</b> 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	<b>Pembroke</b> 613-735-3911	615 Pembroke St East, Pembroke, ON K8A 3L7
<b>Elliot Lake</b> 705-848-4661	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	<b>Peterborough</b> 705-745-1918	901 Lansdowne St West, Peterborough, ON K9J 1Z5
<b>Fort Frances</b> 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	<b>Sarnia</b> 519-542-7705 1-800-363-8453	162 Lochiel Street, Suite 101, Sarnia, ON N7T 7W5
<b>Geraldton</b> 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	<b>Sault Ste. Marie</b> 705-945-6815	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
<b>Halton</b> 905-842-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	<b>St Catharines</b> 905-704-2991	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
<b>Hamilton</b> 905-521-7764	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	<b>Sudbury</b> 705-564-3030	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
<b>Kapuskasing</b> 705-465-5785	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	<b>Thunder Bay</b> 807-346-1550	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
<b>Kenora</b> 807-468-2879	227 1/2 Second St South, Kenora, ON P9N 1G4	<b>Timmins</b> 705-235-1950	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
<b>Kingston</b> 613-548-1151	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	<b>Toronto Centre</b> 416-927-7366	2 St Clair West, 11 <sup>th</sup> floor Toronto, ON M4A 1L5
<b>Kitchener</b> 519-653-5758	4275 King St East, Kitchener, ON N2P 2E9	<b>Toronto South</b> 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
<b>London</b> 519-675-7788	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	<b>Windsor</b> 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

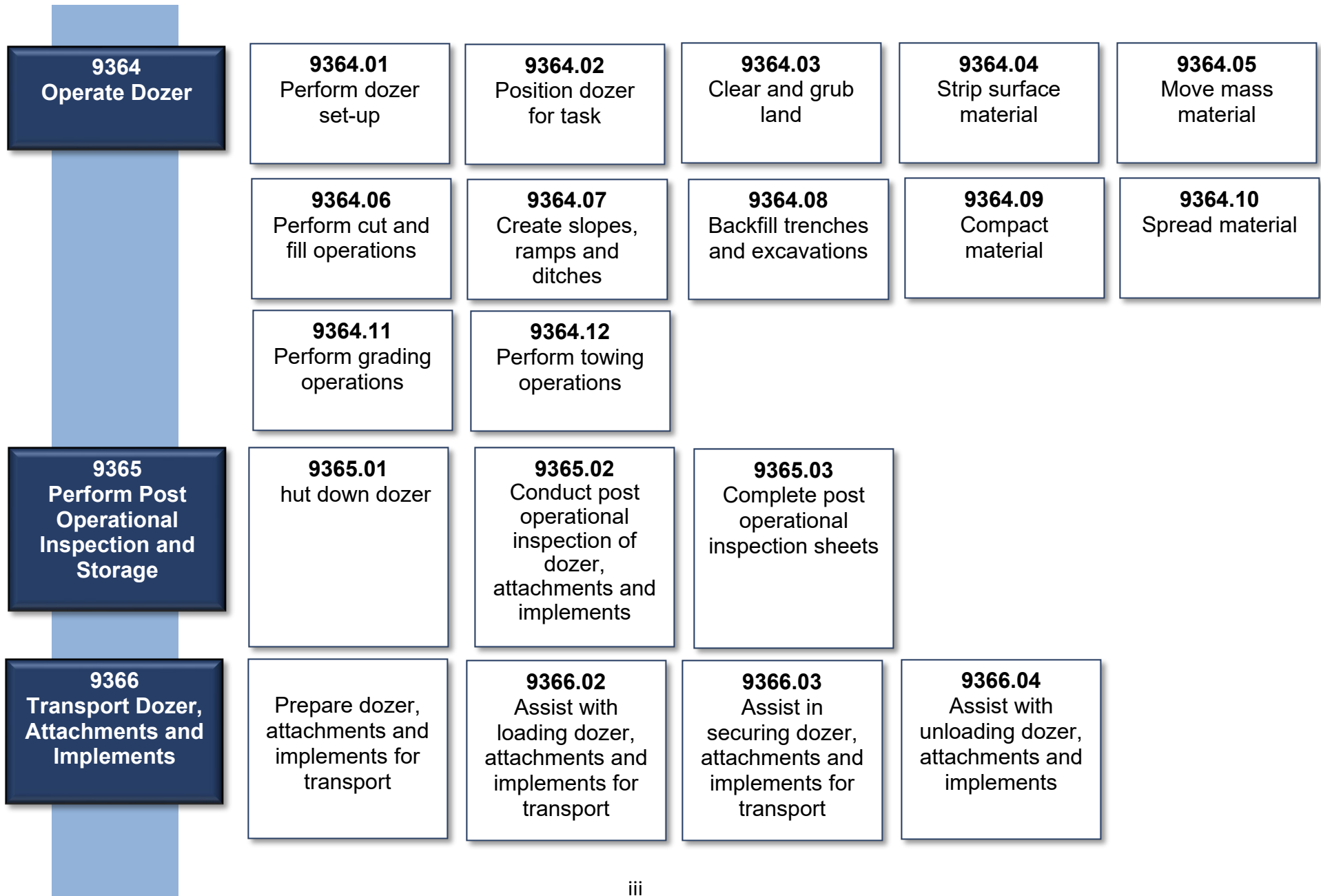
**Competency Analysis Profile: Heavy Equipment Operator – Dozer 636C** *(All unshaded skill sets must be demonstrated completed)*

**Competency Analysis Profile (CAP Chart)**

<b>9357</b> <b>Protect Self and Others (Pre and Post Operational Safety)</b>	<b>9357.01</b> Conduct job safety analysis (JSA)	<b>9357.02</b> Use personal protective equipment (PPE)	<b>9357.03</b> Maintain personal protective equipment (PPE)	<b>9357.04</b> Use operator's manual	<b>9357.05</b> Use safety equipment
	<b>9357.06</b> Communicate with others	<b>9357.07</b> Manage health and wellness			
<b>9358</b> <b>Protect Self, Others and the Environment (Operational Safety)</b>	<b>9358.01</b> Mount and dismount dozer	<b>9358.02</b> Perform spill control procedures	<b>9358.03</b> Perform erosion and sediment control procedures	<b>9358.04</b> Handle materials	<b>9358.05</b> Minimize the environmental footprint
<b>9359</b> <b>Organize Work</b>	<b>9359.01</b> Use documentation	<b>9359.02</b> Determine methods of approach	<b>9359.03</b> Interpret survey indicators and data	<b>9359.04</b> Check grade	
<b>9360</b> <b>Perform Pre-Operational Inspection</b>	<b>9360.01</b> Inspect dozer, attachments and implements	<b>9360.02</b> Complete pre-operational inspection sheet			



<b>9361</b> <b>Perform Scheduled Preventative Maintenance</b>	<b>9361.01</b> Maintain dozer operator station	<b>9361.02</b> Perform basic maintenance on dozer systems and components	<b>9361.03</b> Lubricate dozer components, attachments and implements	<b>9361.04</b> Maintain dozer undercarriage and drive train systems	<b>9361.05</b> Perform basic maintenance on dozer attachments and implements
<b>9362</b> <b>Inspect and Use Tools, Instruments and Equipment</b>	<b>9362.01</b> Use hand and power tools	<b>9362.02</b> Maintain hand and power tools	<b>9362.03</b> Use measuring and testing equipment	<b>9362.04</b> Set up grade checking and tracking instruments	<b>9362.05</b> Use grade checking and tracking instruments
<b>9363</b> <b>Perform Basic Dozer Functions</b>	<b>9363.01</b> Test dozer, attachment and implement operation in a controlled setting	<b>9363.02</b> Maintain control of dozer	<b>9363.03</b> Monitor performance of dozer	<b>9363.04</b> Troubleshoot dozer and attachment/implement problems	<b>9363.05</b> Install dozer attachments and implements
	<b>9363.06</b> Change or remove dozer attachments and implements	<b>9363.07</b> Replace dozer attachment and implement guards and wear components			





# Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

## After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

## Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To Schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: [red-seal.ca](http://red-seal.ca)



[SkilledTradesOntario.ca](https://www.skilledtradesontario.ca)



Heavy Equipment Operator (Dozer)