

USPL Checklist: Level 2 HITRA Leader OJT

Student Name:	Evaluated By:
Student ID:	Evaluator Signature:
Evaluation Date:	

Description: Employees need to complete all of the tasks listed below under the supervision of a qualified Level 2 HITRA Leader.

<p>1. POLICIES</p> <p>Read the following policies/procedures and discuss the roles and responsibilities of the Level 2 HITRA Leader with a qualified Level 2 HITRA Leader:</p> <ul style="list-style-type: none"> – ATW Policy – Level 2 HITRA procedure 	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>2. L 2 HITRA Procedure</p> <p>Describe the requirements to be a L 2 HITRA Leader.</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>3. L 2 HITRA Procedure</p> <p>Discuss the requirements to be completed before conducting a L 2 HITRA for PSI Class 1 Area Hot Work Permit and a Confined Space Entry that requires an attendant permit.</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>4. L 2 HITRA Procedure</p> <p>Demonstrate making arrangements for the team to work as a group (the preferred method is face-to-face but can utilize video or telephone conferencing).</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>5. L 2 HITRA Procedure</p> <p>Demonstrate arranging for sufficient time to allow a thorough risk assessment to be performed.</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>6. L 2 HITRA Procedure</p> <p>Demonstrate leading the team in performing a Level 2 Risk Assessment according to the process described in the Level 2 HITRA Procedures.</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>7. L 2 HITRA Procedure</p> <p>Demonstrate verifying that the team understands the assessment process</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>8. L 2 HITRA Procedure</p>	Comments	N/A: <input type="checkbox"/>

Demonstrate verifying that the assessment team includes personnel with the necessary knowledge and competence for the task and the equipment involved.		Met: <input type="checkbox"/>
9. L 2 HITRA Procedure Demonstrate the use of the following:	Comments	N/A: <input type="checkbox"/>
<ul style="list-style-type: none"> Hazard Effect (HE) Table Hazard Effect vs. Probability Risk Matrix Approval Level Matrix Hierarchy of Controls Hazards Identification Guide 		Met: <input type="checkbox"/>
10. L 2 HITRA Procedure Demonstrate verifying that the Level 2 HITRA includes a job site visit by at least one member of the team prior to approval of the HITRA.	Comments	N/A: <input type="checkbox"/>
		Met: <input type="checkbox"/>
11. L 2 HITRA Procedure Demonstrate allowing all members of the Level 2 HITRA team the opportunity to contribute and verify that the details of the assessment are agreed to by all team members.	Comments	N/A: <input type="checkbox"/>
		Met: <input type="checkbox"/>

12. L 2 HITRA Procedure Demonstrate verifying that the details of the assessment are accurately recorded on the level 2 HITRA form.	Comments	N/A: <input type="checkbox"/>
		Met: <input type="checkbox"/>
13. L 2 HITRA Procedure Demonstrate verifying that the appropriate level of approval is obtained for the HITRA.	Comments	N/A: <input type="checkbox"/>
		Met: <input type="checkbox"/>
14. L 2 HITRA Procedure Describe requesting a subject matter expert to participate on the HITRA team if additional input is required.	Comments	N/A: <input type="checkbox"/>
		Met: <input type="checkbox"/>
15. COMPLETION The above named employee has been successfully completed the OJT tasks listed above and is ready for the Practical exam.	Comments	N/A: <input type="checkbox"/>
		Met: <input type="checkbox"/>