

# CDX Tasksheet Number: MHTS001

## Student/Intern Information

Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_

## Vehicle, Customer, and Service Information

Vehicle used for this activity:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Odometer \_\_\_\_\_ VIN \_\_\_\_\_

## Materials Required

- Program's shop policy and other safety information
- Safety Data Sheets (SDS) book
- Fire extinguisher(s) from the shop
- SDS for the products listed

## Task-Specific Safety Considerations

- Shop rules and procedures are critical to your safety. Please give these your utmost attention.
- Marked safety areas play an important role in maintaining a safe work environment. Always understand and heed marked safety areas.
- Pre-planned evacuation routes are an important component of shop safety. Always know the location of all evacuation routes for your shop.

► **TASK** Identify general shop safety rules and procedures.

**MHT**  
**SPS01**

**Student Instructions:** Read through the entire procedure prior to starting. Prepare your workspace and any tools or parts that may be needed to complete the task. When directed by your supervisor/instructor, begin the procedure to complete the task and check the box as each step is finished. Track your time on this procedure for later comparison to the standard completion time (i.e., "flat rate" or customer pay time).

Time off \_\_\_\_\_

Time on \_\_\_\_\_

Total time \_\_\_\_\_

| Procedure:                                      | Step Completed           |
|---|--------------------------|
| 1. List the location(s) of the following items: |                          |
| a. Program's general shop rules and policies.   | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
| b. Safety data sheet (SDS) book.   | <input type="checkbox"/> |
| c. Procedure for operation of a fire extinguisher.                             | <input type="checkbox"/> |
| d. Procedure for operation of a vehicle hoist.                                 | <input type="checkbox"/> |
| 2. List the shop's policy for the wearing of safety glasses while in the shop: | <input type="checkbox"/> |
| 3. List the shop's policy for driving vehicles:                                | <input type="checkbox"/> |
| 4. List the shop's policy for clothing in the shop:                            | <input type="checkbox"/> |
| 5. List the shop's policy for jewelry in the shop:                             | <input type="checkbox"/> |
| 6. Pass the shop's safety test and record your score here:                     | <input type="checkbox"/> |

| <b>Non-Task-Specific Evaluations:</b>   | <b>Step Completed</b>    |
|---|--------------------------|
| 1. Tools and equipment were used as directed and returned in good working order.  | <input type="checkbox"/> |
| 2. Complied with all general and task-specific safety standards, including proper use of any personal protective equipment. | <input type="checkbox"/> |
| 3. Completed the task in an appropriate time frame (recommendation: 1.5 or 2 times flat rate).                              | <input type="checkbox"/> |
| 4. Left the workspace clean and orderly.  | <input type="checkbox"/> |
| 5. Cared for customer property and returned it undamaged.   | <input type="checkbox"/> |

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**Comments:**

Have your supervisor/instructor verify satisfactory completion of this procedure, any observations found, and any necessary action(s) recommended.

**Evaluation Instructions:** The scoring box below is intended to act as a guide for both student and supervisor/instructor. Each criterion listed will help students to understand what is expected of them and help supervisors/instructors articulate the level of success at a particular task. The scoring is set up to allow a second attempt at each task (see the Test and Retest columns). Scoring is also designed to award students points only for task criteria that were completed correctly. Points are lost for failure to complete the employability requirements (see Non-Task-Specific Evaluation criteria). When all criteria are evaluated, tally the points for a total at the bottom of each column.

## Tasksheet Scoring

|  | Test    |         | Retest  |         |
|--|---------|---------|---------|---------|
| Evaluation Items   | Pass    | Fail    | Pass    | Fail    |
| Task-Specific Evaluation   | (1 pt)  | (0 pts) | (1 pt)  | (0 pts) |
| Student listed the shop safety rules.  |         |         |         |         |
| Student listed procedures used in the lab.   |         |         |         |         |
| Student identified the location of the SDS book.   |         |         |         |         |
| Student reviewed fire extinguisher operation and physically located extinguishers in the shop. |         |         |         |         |
| Non-Task-Specific Evaluation   | (0 pts) | (-1 pt) | (0 pts) | (-1 pt) |
| Student successfully completed at least three of the non-task-specific steps.                  |         |         |         |         |
| Student successfully completed all five of the non-task-specific steps.                        |         |         |         |         |
| Total Score:<br><total # of points/4 = %>  |         |         |         |         |

### Supervisor/Instructor:

Supervisor/instructor signature \_\_\_\_\_ Date \_\_\_\_\_

### Comments:

Retest supervisor/instructor signature \_\_\_\_\_ Date \_\_\_\_\_

### Comments: