

CDX Tasksheet Number: MHTS006

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

- Marked safety areas play an important role in maintaining a safe work environment. Always understand and heed marked safety areas.

► **TASK** Identify marked safety areas.

MHT
SPS06

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. Identify different safety signs in the shop. List some of the words and symbols used on those signs. | |
| a. Word/symbol | <input type="checkbox"/> |
| b. Word/symbol | <input type="checkbox"/> |
| c. Word/symbol | <input type="checkbox"/> |
| d. Word/symbol | <input type="checkbox"/> |

| | |
|---|--------------------------|
| 2. Identify all of the marked safety areas of the shop. | <input type="checkbox"/> |
|---|--------------------------|

| Non-Task-Specific Evaluations: | Step Completed |
|---|--------------------------|
| 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 explained the purpose of marked safety areas in the lab/shop. | | | | |
| Student described the areas and equipment that are generally marked in the lab/shop. | | | | |
| Student identified safety signs used in the shop. | | | | |
| Student identified areas of the shop marked as safety areas. | | | | |
| 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: <total # of points/4 = %> | | | | |

Supervisor/Instructor:

Supervisor/instructor signature _____ Date _____

Comments:

Retest supervisor/instructor signature _____ Date _____

Comments:

