



The Manufacturers Association

JOB QUALIFICATION STANDARD (JQS)

Occupation: Maintenance Mechanic

Work Process: Health & Safety

Practical Hours: 100 hrs.

DOL Standard: Health and Safety/PPE: Adhere to safety practices when performing tasks within the working environment.

Performance Objective: Demonstrate the ability to adhere to federal, state and company safety, health and environmental rules and regulations to avoid workplace injury for an individual and their co-workers.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to adhere to personal grooming requirements in the facility.	
Demonstrate the ability to use personal protective equipment including eye, ear, hand, respiratory, body and foot protection, by ensuring that a correct fit and optimum protection is provided to the wearer for the specific task, in accordance with applicable safety legislation, government regulations, manufacturers' specifications and company standards/procedures.	
Demonstrate the ability to practice good housekeeping in the workplace by cleaning up spills or leaks, keeping work area clean and clear of obstructions, and storing tools or equipment so that the potential for accident or injury is prevented and tools or equipment are in place and available in compliance with safety regulations.	
Demonstrate the safe use of hand and power tools.	
Demonstrate the correct way to clean machines and floor area.	
Demonstrate the ability to identify all pinch points on primary and supportive machine tools and the proper placements of guards as part of a pre-operational check of the equipment in compliance with company standards.	
Demonstrate both emergency and standard shut down of all required equipment.	
Demonstrate the ability to follow fire safety procedures including: determining the potential for fire posed by the work being performed; locating and assessing the severity of the fire; selecting and operating fire extinguishing equipment; suppressing minor fires; activating alarms; following fire evacuation plans; and, reporting incidents; in accordance with applicable Acts, Regulations, Legislation, and Codes, manufacturers' specifications, and company standards or procedures.	
Demonstrate the proper fuel source and select the corresponding fire extinguisher.	
Demonstrate the ability to identify the impact of climatic extremes of wind, temperature, or precipitation on job functions, to ensure personal safety and efficient job performance.	



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Demonstrate the ability to work around energy sources by observing limits and procedures for approaching energy sources to ensure personal safety and protection of equipment in accordance with standards.	
Demonstrate the ability to report injuries to a supervisor or safety personnel promptly, ensuring that the injured person is attended to and information is reported precisely and accurately describing how the incident occurred, so that future recurrence of similar accidents is prevented.	
Demonstrate the ability to prevent back injuries by adhering to proper work practices when performing the lifting of objects.	
Demonstrate the ability to perform good practices in workplace ergonomics to prevent injury while performing work over an extended period of time.	
Demonstrate the ability to adhere to NEC safety regulations.	

DOL Standard: Lock-Out/Tag-Out: Observe safe practices, in accordance with OSHA and organizational requirements, when performing Lock-Out/Tag-Out duties on equipment.

Performance Objective: Demonstrate the ability to adhere to lock-out/tag-out procedures and energy isolation for assigned machinery in accordance with facility regulations.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to recognize all protective tags and lockout devices that are used to isolate equipment and components from hazardous energy sources.	
Demonstrate the ability to perform a lock out procedure to isolate energy on an identified piece of equipment located on the shop floor.	

DOL Standard: Handling Hazardous Materials: Observe safe practices, in accordance with OSHA, EPA and organizational requirements, when handling and storing hazardous materials at the workplace.

Performance Objective: Demonstrate the ability to comply with OSHA regulations regarding hazardous materials and SDS communication, handling and storage.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to handle and store hazardous materials as assigned, while adhering to safe practices in accordance with OSHA and EPA requirements and guidelines, including completing the required documentation.	



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Demonstrate how to identify and recognize hazardous situations and apply proper procedures (includes following guidelines to prevent spread of blood borne pathogens and spill control).	
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Apprentice Signature:	Completed: MM/DD/YY
Mentor Signature:	Completed: MM/DD/YY
Supervisor Signature:	Completed: MM/DD/YY
Comments:	