

FACILITATOR EVALUATION SUMMARY

Training: Job Hazard Assessment (HSEQ 301-03) **Facilitator(s):** Ned Gravel
Location: Ottawa, ON **Date:** 19-Apr-11

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
Course Objectives:	<i>√ as appropriate below</i>				
Were you given the opportunity to help define them?	0	0	2	3	8
Were they well defined?	0	0	3	2	8
Were they achieved?	0	0	2	3	8
Course Content:					
Was the material appropriate?	0	0	2	3	8
Complexity (1=too complex or too simple ← → Perfect=5)	0	0	2	5	6
Was the material clear to you?	0	0	3	2	8
Volume (1=too much or not enough ← → Perfect=5)	0	0	1	4	8
Did the handouts fit with this training - did they help?	0	0	3	3	7
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	2	2	9
Did the facilitator encourage participation?	0	0	2	2	9
Did the facilitator help bring out new group ideas?	0	0	2	3	8
Did the facilitator help close out discussions?	0	0	2	2	9
Would you accept this facilitator again?	0	0	2	2	9
Catering and Facility:					
Was the seminar facility appropriate for the course?	0	0	2	1	10
Was the lunch and breaks service acceptable?	0	0	2	1	10

<u>COMMENTS</u>	<u>REPSONSE</u>
Confusion with the group activity, several groups completed the task in a different way from my group. Seemed a little unclear what was expected.	That is OK. Each group is expected to work different than others. Consensus in approaches always comes out during the discussions following group work.
Put definitions for HSE incidents in the course material.	Very good idea. Did that for the other two courses, but this one certainly needs to highlight the HSE ones and this will be done immediately.

<u>COMMENTS</u>	<u>REPSONSE</u>
<p>My only concern is that even with these assessment forms many issues don't get resolved due to the "budgetary" issues from head office which I find troubling (i.e. fume hoods, storage room) which have been ongoing for years.</p>	<p>Valid concern. All staff are encouraged to raise issues through their HSEQ representatives and all are due an appropriate response.</p>
<p>There does not appear to be many "hits" for the documents on Exovanet – do the people that need the info know that it is there and have they set aside time in their busy schedule to read it?</p>	<p>Not all know of the existence of the documents on Exovanet. This will change. As for time to read and understand, we all need to take whatever time is needed to ensure a safe working environment. This is what we encourage and what we hope is happening.</p>

OTHER COMMENTS

- Very good examples given during discussions about hazards in the workplace.
- Training was clear and efficient. All staff should have opportunity to be trained about JHA and not just JHSC members and managers.
- Excellent.
- Very well presented and very good information provided – as a supervisor it solidifies the information we gained during out JHSC training course.
- Excellent!
- Thanks for the link to info on Exovanet.