



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Utility Arborist**

444B

2006

# Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

## Training As an Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



## Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
  - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
  - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
  - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trade: \_\_\_\_\_

**Training Agreement # (for Compulsory and Non-Compulsory trades):**

**STO Account No. (for Compulsory trades only):**

**This document is the property of the Apprentice named herein and represents the official record of their training.**

**If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.**

# Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

**Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office**

For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

**Training agreement signed and registered by both apprentice and sponsor**

**Access your Apprenticeship Training Standard Logbook\*\***  
skilledtradesontario.ca/about-trades/trades-information

\*\* This is the official record of your training progress. You are responsible for keeping it up-to-date.

**Complete on-the-job training**

*Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook*

**Complete in-school training**

*Attend and complete the in-class training set out in the Curriculum Training Standard*

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

**Review and finalize your logbook with your sponsor**

**Submit proof of apprenticeship completion**  
via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

**Certificate of Apprenticeship is issued**

Trades without examination

**CofA is the final step of the program**

Trades with examination (compulsory and non-compulsory trades)\*

**Provisional Certificate of Qualification issued for a 12 month term**

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

**Make payment for your Certificate of Qualification examination**

Call to make a payment (647-847-3000 or 1-855-299-0028)

**Schedule a date to write your Examination**

To schedule your examination, contact your local Service Delivery Office.

**Pass Certificate of Qualification examination**

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

**Certificate of Qualification is issued**

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 2: Apprenticeship

Phase 3: Certification

\* For a list of trades subject to a certification examination, visit: [skilledtradesontario.ca](http://skilledtradesontario.ca)

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**Please Note:** This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: [skilledtradesontario.ca](https://skilledtradesontario.ca) for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](https://skilledtradesontario.ca).

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*Maintained with transfer to Skilled Trades Ontario 2006 (V100)*

## **Foreword: Purpose, Terms and Conditions of the registered Training Agreement**

### **Purpose:**

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.  
Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor, and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

### **The Apprentice agrees:**

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

### **The Sponsor agrees:**

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

## Trade Specific Resources and Links

Trade Specific Resource	Link
Red Seal Program	<a href="http://red-seal.ca">red-seal.ca</a>
Apprenticeship in Ontario	<a href="http://ontario.ca/page/apprenticeship-ontario">ontario.ca/page/apprenticeship-ontario</a>
Employment Ontario	<a href="http://employmentontario.ca">employmentontario.ca</a>
Service Canada	<a href="http://servicecanada.gc.ca">servicecanada.gc.ca</a>
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	<a href="http://ontario.ca">Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)</a>
Ministry of Labour, Immigration, Training and Skills Development	<a href="http://ontario.ca">Ministry of Labour, Immigration, Training and Skills Development   ontario.ca</a>
Exam Preparation Guide	<a href="http://ontario.ca">Exam Resources – Skilled Trades Ontario</a>
Skills Zone (Ontario Skills Passport)	<a href="http://www.skillszone.ca/">http://www.skillszone.ca/</a>

*\*Please note, all website addresses are current at time of printing*

### Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector and provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.



## Introduction to the Logbook

This “on-the job” Logbook is the training standard for **Utility Arborist 444B** and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed. These include the following:

## Standard of Performance

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- *Occupational Health and Safety Legislation and Regulations;*
- *Other applicable legislation, regulation, codes and standards;*
- *Industry best practices;*
- *Company policies and procedures.*

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: [skilledtradesontario.ca](http://skilledtradesontario.ca)

## **Roles and Responsibilities**

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

**Skilled Trades Ontario (STO)** is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades [skilledtradesontario.ca/public-register/](https://skilledtradesontario.ca/public-register/);
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

**Ministry of Labour, Immigration, Training and Skills Development (MLITSD)** is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

***For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.***

## Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
  - Your Sponsor’s address;
  - Your name and address; and/or,
  - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

## Roles and Responsibilities of Sponsors and Trainers

**Sponsors** are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to *"Introduction to the Logbook"*). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

## **Health and Safety**

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness, or harm. Safe learning experiences and environments can be created by controlling the variables and behaviors that may contribute to or cause an accident, injury, or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

### **The Internal Responsibility System:**

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and

safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

## **Roles and Responsibilities under the Occupational Health and Safety Act**

### **Employer's Responsibilities include but are not limited to the following:**

- Instruct, inform, and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

### **Trainer/Supervisor Responsibilities include but are not limited to the following:**

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device, or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

### **Worker/Apprentice Responsibilities include but are not limited to the following:**

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

## **The Three Rights of Workers/Apprentices**

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision, and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

## **Ministry of Labour, Immigration, Training and Skills Development**

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

## Apprenticeship Program Summary/Guidelines

### Scope of Practice

The Scope of Practice for the trade of Utility Arborist 444B is set out in section 144 of Ontario Regulation 875/21 under BOSTA and reads as follows:

1. Planning for the removal and pruning of woody plants and trees in proximity to energized electrical apparatuses and removing and pruning the plants and trees.
2. Climbing trees and working at heights in proximity to energized electrical apparatuses.
3. Controlling underbrush in proximity to energized electrical apparatuses.
4. Maintaining aerial devices and chain saws.
5. Maintaining and operating chippers.
6. Clearing vegetation in proximity to transmission voltage conductors.

\*While the Logbook draws on the scope of practice regulation (Section 144 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. \*

### Program Guidelines

#### On-the-Job Training Duration

Industry has identified 5340 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

#### In-Class Training Duration

Industry has identified 660 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

#### Total Training Hours

6000 hours

#### Ratios in Regulation:

If a trade has been prescribed as being subject to an apprentice to journeyperson ratio, the number of apprentices who may be sponsored or employed by a person in the trade in relation to the number of journeypersons employed or otherwise engaged by the person in the trade **shall not exceed one apprentice for each journeyperson**; Further information can be found in the Apprenticeship section of the Government of Ontario website at [ontario.ca/page/hire-apprentice](http://ontario.ca/page/hire-apprentice)

#### Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyperson to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyperson to Apprentice ratio guideline of 1 Journeyperson (or individual who is deemed equivalent to a journeyperson) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.



## **Program Requirements**

### **Compulsory and Non-compulsory Classification**

Regulations *Building Opportunities in the Skilled Trades Act, 2021* and the classification of each trade as either “compulsory” or non-compulsory.” The trade of **Utility Arborist 444B** is non-compulsory.

### **Eligibility for Apprenticeship Program Completion**

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Logbook- approximately 10 of the competencies. Refer to the Completion Requirements Chart on page i for details.
- Complete the in-school training as outlined in the Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

### **Skills for Success Summary**

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

### **Standard of Performance**

In general, the standard of performance for the trade of Utility Arborist 444B are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes, and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

### **Other Suggested or Required Certification(s) and Training**

While an apprentice receives health, safety, and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

## Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

### Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

***To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.***

### Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.
- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

**Tips for Trainers**

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

***The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.***

## Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used, and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre  
Ministry of Labour, Immigration, Training and Skills Development  
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
TTY: 1-866-533-6339 or 416-325-4084

**List of Trainers**

<b>Trainer's Name (Please Print)</b>	<b>Trainer's Signature</b>	<b>Date of start with Trainer (day/month/year)</b>

**6040 Protect Self and Others****General Performance Objective**

Protect self and others by: complying with federal, provincial, and municipal legislation and regulations; selecting, adjusting, maintaining, and wearing approved eye, face, head, hearing, hand, and foot protection and chainsaw safety pants or chaps; selecting, inspecting, and wearing rubber gloves; selecting, adjusting, maintaining, and wearing a work-positioning system and appropriate fire-retardant clothing; mounting and dismounting equipment; selecting, inspecting, and using hand tools and tree-maintenance equipment; and establishing and maintaining appropriate safe distances.

**6040.01 Comply with federal, provincial, and municipal legislation and regulations**, including all worksite-specific requirements during all job operations, to ensure safety of self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

**6040.02 Select, adjust, maintain, and wear appropriate eye protection**, according to the circumstances, ensuring correct fit and optimum protection during all job operations, to protect self from eye injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.03**     **Select, adjust, maintain, and wear appropriate face protection,**  
according to the circumstances, ensuring correct fit and optimum protection  
during all job operations, to protect self from facial injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.04**     **Select, adjust, maintain, and wear appropriate head protection,**  
according to the circumstances, ensuring correct fit and optimum protection  
during all job operations, to protect self from head injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.05**     **Select, adjust, maintain, and wear appropriate hearing protection,**  
according to the circumstances, ensuring correct fit and optimum noise  
protection during job operations where daily noise exposure exceeds  
regulated limits, to protect against hearing loss.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.06**     **Select, maintain, and wear appropriate hand protection**, according to the circumstances, ensuring correct fit and optimum protection during all job operations, to protect self from hand injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.07**     **Select, adjust, maintain, and wear appropriate foot protection**, according to the circumstances, ensuring correct fit and optimum protection during all job operations, to protect self from foot injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.08**     **Select, adjust, maintain, and wear appropriate chainsaw safety pants or chaps**, according to the circumstance, ensuring correct fit and optimum protection during all chainsaw operations, to protect self from leg injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**6040.09**      **Select, inspect, and wear rubber gloves,** according to manufacturers' instructions and legislated requirements, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.10**      **Select, adjust, maintain, and wear a work-positioning system,** appropriate to the circumstance, ensuring correct fit, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.11**      **Select, adjust, maintain, and wear appropriate flame-resistant clothing** as required, ensuring correct fit and optimum protection, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.12 Mount and dismount equipment**, using the three-point contact method, to prevent personal injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.13 Select, inspect, and use hand tools and tree-maintenance equipment**, in a safe manner during all job operations, according to owners'/operators' manuals, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6040.14 Establish and maintain appropriate safe distances**, including limits of approach to exposed electrical apparatus, between self, others, and equipment during line- clearing operations, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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**6041 Work in A Safe Environment****General Performance Objective**

Work in a safe environment by: identifying climatic extremes; identifying potential hazards in trees and adjacent trees; identifying unstable ground conditions; identifying potential hazards of overhead structures and utilities; identifying potential electrical hazards; identifying handling, storage, and disposal of all materials hazards; following required fire procedures; communicating on the worksite; identifying potential public hazards; and monitoring worksite conditions.

- 6041.01 Identify climatic extremes**, including wind, lightning, temperature, and precipitation, as they affect line-clearing operations, to ensure personal safety and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 6041.02 Identify potential hazards in trees**, including hangers, deadwood, foreign bodies, and structural deficiencies, by visual inspection, to establish worksite safety.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6041.03 Identify potential hazards in adjacent trees**, including hangers, deadwood, foreign bodies, and structural deficiencies, by visual inspection, to establish worksite safety.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6041.04 Identify unstable ground conditions**, including uneven grades, ice, and holes, by visual inspection, to ensure personal safety and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6041.05 Identify potential hazards of overhead structures and utilities**, through visual inspection, to ensure personal and worksite safety.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6041.06 Identify potential electrical hazards,** through visual inspection, to ensure personal and worksite safety.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6041.07 Identify handling, storage, and disposal of all hazardous materials,** including motor fuel, lubricants, and cleaning solvents, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6041.08 Follow required fire procedures,** by identifying potential fire hazards and complying with related regulations, to protect self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6041.09      Communicate on the worksite**, by oral, written, hand signal, and/or electronic means, to protect self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6041.10      Identify potential public hazards**, including pedestrian and vehicular traffic, to create a safe and secure worksite and to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6041.11      Monitor worksite conditions**, by identifying changes in climatic conditions and personnel activities, to maintain a safe worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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**6042 Plan Job****General Performance Objective**

Plan job by: interpreting all job documents; controlling worksite vehicular and pedestrian traffic; identifying woody plants; identifying hazardous plant material; controlling worksite hazards; selecting tools, equipment, supplies, and personnel; planning work sequence and method; communicating job plan and changes; identifying electrical hazards, voltage levels, and required barriers; establishing barriers to energized apparatus; identifying and requesting work protection; establishing and maintaining communications with controlling authority; identifying and requesting hold-offs; and identifying required equipment and procedures.

**6042.01 Interpret all job documents**, including work orders, plans, and specifications, to determine the scope of work and equipment required, to ensure the safety and efficiency of the worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**6042.02 Control worksite vehicular and pedestrian traffic**, by using appropriate devices, to maintain safe job conditions for self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6042.03 Identify woody plants**, according to species and locations as specified in job requirements, to meet job objectives.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6042.04 Identify hazardous plant material**, according to species, to protect self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6042.05 Control worksite hazards**, by using appropriate barriers, to maintain a safe work environment.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**6042.06**     **Select tools, equipment, supplies, and personnel** according to work to be performed, to ensure safe and efficient job operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6042.07**     **Plan work sequence and method**, by assessing identified hazards, worksite conditions, and job requirements, to ensure safe job conditions for self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6042.08**     **Communicate job plan and changes**, by written and verbal means to all personnel, to ensure safe job conditions for self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6042.09 Identify electrical hazards**, including touch potential, step potential, and induction potential, on an ongoing basis by using appropriate electrical system information, to ensure a safe work area.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6042.10 Identify voltage levels, through maps, drawings, or controlling authority**, prior to commencing work, to ensure correct application of the limits of approach to the work area.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6042.11 Identify required barriers**, including limits of approach, cover-up, live-line tools, rubber gloves, Utility Work Protection Code, and insulated aerial device, on an ongoing basis and according to applicable legislation, to ensure safe work environment.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6042.12 Establish barriers to energized apparatus,** including limits of approach, cover- up, live-line tools, rubber gloves, Utility Work Protection Code, and insulated aerial device, on an ongoing basis and according to applicable legislation, to ensure safe work environment.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6042.13 Identify and request work protection,** as required and according to controlling authorities' policies and procedures, to ensure safe worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6042.14 Establish and maintain communications with controlling authority,** through electronic means, to protect self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6042.15**     **Identify and request hold-offs**, as required and according to controlling authorities' policies and procedures, to ensure safe worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6042.16**     **Identify required equipment and procedures** to respond to emergencies, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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**6043 Remove Woody Plants in Proximity to Energized Electrical Apparatus****General Performance Objective**

Remove woody plants in proximity to energized electrical apparatus by: identifying woody plants to be removed; identifying hazards; selecting removal method; selecting and inspecting required tools and equipment; preparing woody plant felling area; inspecting and setting up required tools and equipment; felling woody plants; performing sectional removal of woody plants; bucking and limbing felled woody plants; handling and/or disposing of woody plant materials; maintaining and storing tools and equipment; and identifying hazards associated with trees under tension or compression.

**6043.01 Identify woody plants to be removed**, by confirming plant species, worksite location, and cycle clearance requirements, to comply with job work orders/specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**6043.02 Identify hazards**, by inspecting woody plants for root, stem, and crown defects, to determine safe and efficient removal methods.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6043.03**     **Select removal methods**, including sectionalizing and free fall, according to plant type, worksite conditions, job requirements, and potential hazards, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6043.04**     **Select and inspect required tools and equipment**, including chainsaws, rigging equipment, ropes, and friction devices, according to job/worksite conditions and method selected, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6043.05**     **Prepare woody plant felling area**, by securing worksite, by eliminating/controlling hazards, and by establishing an escape route, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6043.06**     **Inspect and set up required tools and equipment**, according to applicable legislation, manufacturers' specifications, and methods selected, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6043.07**     **Fell woody plants**, using a predetermined method, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6043.08**     **Perform sectional removal of woody plants**, according to methods selected and by using tools and equipment selected, including chainsaws, aerial device, and climbing and rigging techniques, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6043.09 Buck and limb felled woody plants**, according to methods selected and by using tools and equipment selected, including chainsaws, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6043.10 Handle and/or dispose of woody plant materials**, according to methods and equipment selected, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6043.11 Maintain and store tools and equipment**, including chainsaws and rigging equipment, according to government regulations and manufacturers' specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**6043.12 Identify hazards associated with trees under tension or compression, including spring poles and uprooted trees, to ensure a safe worksite.**

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6044 Prune Woody Plants in Proximity to Energized Electrical Apparatus**

**General Performance Objective**

Protect self and others by: complying with federal, provincial, and municipal legislation and regulations; selecting, adjusting, maintaining, and wearing approved eye, face, head, hearing, hand, and foot protection and chainsaw safety pants or chaps; selecting, inspecting, and wearing rubber gloves; selecting, adjusting, maintaining, and wearing a work-positioning system and appropriate fire-retardant clothing; mounting and dismounting equipment; selecting, inspecting, and using hand tools and tree-maintenance equipment; and establishing and maintaining appropriate safe distances.

**Skills**

**6044.01 Identify woody plants to be pruned**, by confirming plant species, plant characteristics, worksite location, and cycle clearances required, to comply with job work orders/specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**6044.02**     **Select pruning methods**, including side pruning, undercutting, crown-reduction pruning, and overhang pruning, according to hazards present and work to be completed, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6044.03**     **Select and inspect tools and equipment**, including handsaws, hand pruners, chainsaws, loppers, and pole saws, according to job/worksite conditions and predetermined pruning methods, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6044.04**     **Remove unwanted limbs and branches**, by using chainsaws, pole saws, handsaws, pole pruners, and other pruning tools, according to predetermined pruning methods, to achieve desired results, safely and efficiently.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6044.05**     **Inspect worksite**, on completion of work, to ensure no visible hazards remain, including hangers, to ensure a safe worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6044.06**     **Handle and/or dispose of woody plant materials**, according to predetermined methods and equipment, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6044.07**     **Maintain and store all tools and equipment**, according to government regulations and manufacturers' specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

## 6045 **Climb Trees and Work at Heights in Proximity to Energized Electrical Apparatus**

### **General Performance Objective**

Climb trees and work at heights by: selecting, inspecting, and maintaining conventional fall-protection systems and split-tail fall-protection systems; wearing and adjusting conventional fall-protection systems and split-tail fall-protection systems; tying, dressing, and setting friction knots and termination knots; inspecting tree; selecting and assessing interim and final anchor points; placing climbing rope into interim anchor location; ascending trees without spurs; repositioning climbing line; securing self at work location; selecting, inspecting, and maintaining tree-rigging equipment; raising, lowering, and securing tools and equipment; operating tree-pruning tools aloft; controlling movement of cut limbs and trunk sections without rigging equipment, inspecting trees aloft; descending trees with and without spurs; responding to emergency situations; and performing aerial rescue

**6045.01 Select, inspect, and maintain conventional fall-protection systems,** including arborist saddle, spurs, ropes, work-positioning lanyards, mechanical fall arrestors, and connecting devices, according to Canadian Standards Association (CSA), American National Standards Institute (ANSI), and manufacturers' specifications and climbing circumstances, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**6045.02**     **Select, inspect, and maintain split-tail fall-protection systems**, including arborist saddle, spurs, ropes, work-positioning lanyards, mechanical fall arrestors, and connecting devices, according to devices according to CSA, ANSI, and manufacturers' specifications and climbing circumstances, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.03**     **Wear and adjust conventional fall-protection systems**, including arborist saddle, spurs, ropes, work-positioning lanyards, and connecting devices, according to manufacturers' specifications and climbing circumstances, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.04**     **Wear and adjust split-tail fall-protection systems**, including arborist saddle, spurs, ropes, work-positioning lanyards, and connecting devices, according to manufacturers' specifications and climbing circumstances, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.05 Tie, dress, and set friction knots**, including Taut Line Hitch, Blake's Hitch, Swabbish Hitch, Gripping Hitch, Klemheist, and Prussic (6 coil), before ascending and according to climbing situations, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.06 Tie, dress, and set termination knots**, including Anchor Hitch, Beckett Bend, Cow Hitch on an Eye Splice, Triple Fisherman, and Figure 8 on a Bite, before ascending and according to climbing situations, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.07 Inspect tree**, including, root zone, trunk, and crown, before climbing, for structural defects, rots, decay, fruiting bodies, grade changes, conks, deadwood, dieback, abnormal growth, missing sections, and electrical conductors, to determine whether the structure of the tree can withstand the weight of the arborist and all potential loads that could be applied to it during working aloft, to ensure safe and efficient access within the tree.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6045.08**     **Select and assess interim anchor points**, to determine tree ascent route and suitability as an anchor, by assessing characteristics, including type of load to be applied, loading from stem of tree, other loads on the limb (foliage, snow, torque, etc.), tree species, cross-sectional area of tree limb, condition of wood, angle of branch attachment, size of branch relative to stem, characteristic of branch union, season and temperature, and location of limb, to ensure safe and efficient access to anchor locations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6045.09**     **Select and assess final anchor points**, to determine tree ascent route and suitability as an anchor location, by identifying characteristics, including type of load to be applied, loading from stem of tree, other loads on the limb (foliage, snow, torque, etc.), tree species, cross-sectional area of tree limb, condition of wood, angle of branch attachment, size of branch relative to stem, characteristic of branch union, season and temperature, and location for work within the tree, to ensure safe and efficient access to final anchor location.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.10**     **Place climbing rope into interim anchor location**, by using various methods, including rope-poking tool, pole pruner, and throw line, to ensure a safe and efficient ascent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.11**     **Ascend trees without spurs**, according to fall-protection systems and circumstance, by using required equipment, including arborist saddle, ropes, work-positioning lanyards, connecting devices, friction hitches, mechanical fall arrestors, and termination knots, to ensure safe and efficient ascent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.12**     **Ascend trees with spurs**, according to fall-protection systems and circumstance, by using required equipment, including arborist saddle, spurs, ropes, work- positioning lanyards, connecting devices, friction hitches, mechanical fall arrestors, and termination knots, to ensure safe and efficient ascent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



- 6045.13**     **Reposition climbing line**, by utilizing fall-protection systems, including double- crotching technique and work-positioning lanyard, to ensure safe and efficient ascent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6045.14**     **Secure self at work location**, by utilizing secondary fall-protection systems, including work-positioning lanyard and double-crotching technique, to ensure safe work positioning.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6045.15**     **Select, inspect, and maintain tree-rigging equipment**, including rigging blocks, ropes, friction devices, handsaws, pole saws, and chainsaws, according to manufacturers' specifications, to ensure a safe and efficient worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.16**     **Raise, lower, and secure tools, and equipment**, by using ropes, work-positioning lanyards, and/or connecting devices, to ensure safe work environment.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.17**     **Operate tree-pruning tools aloft**, including chainsaws, pole pruners, handsaws, and rigging equipment, according to methods selected, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6045.18**     **Control movement of cut limbs and trunk sections with rigging systems**, including ropes, pulleys, and slings, to ensure safe and efficient job operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6045.19 Control movement of cut limbs and trunk sections without rigging systems**, by using manual manipulation and free falling, to ensure safe and efficient job operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6045.20 Inspect tree aloft**, visually, before final descent from tree, to ensure no visible hazards, including hangers, remain and desired results are achieved.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6045.21 Descend tree with spurs**, by using equipment required in the circumstance, including arborist saddle, spurs, ropes, work-positioning lanyards, connecting devices, friction hitches, termination knots, and fall-protection systems, to ensure safe and efficient descent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6045.22 Descend tree without spurs**, by using equipment required in the circumstance, including arborist saddle, ropes, work-positioning lanyards, connecting devices, friction hitches, termination knots, and fall-protection system, to ensure safe and efficient descent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6045.23 Respond to emergency situations**, by assessing, evaluating, and acting according to the needs of the injured or disabled worker, to provide an effective response.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6045.24 Perform aerial rescue**, by using appropriate methods, to enable rescue of injured or disabled worker,

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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**6046 Prune/Remove Trees (With Aerial Device) In Proximity to Energized Electrical Apparatus****General Performance Objective**

Prune/remove trees (with aerial device ) in proximity to energized electrical apparatus by: conducting pre-operational checks and setting up aerial device; selecting, adjusting, maintaining, and wearing fall-protection systems; performing aerial device rescue and bucket evacuation; loading tools, equipment, and materials into bucket; accessing aerial device bucket and securing fall-protection system; operating aerial device controls; accessing desired work location; transferring self from aerial device to tree; operating tools aloft; performing sectional removal of woody plants; controlling movement of cut limbs and trunk sections; selecting, inspecting, and maintaining tree-rigging equipment; maintaining, inspecting, and operating, live-line tools; and securing aerial device for travel.

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**6046.01 Conduct pre-operational checks on aerial device**, including holding valves, boom and basket, emergency rescue equipment, and spill kit, according to manufacturers' instructions and legislated requirements, to ensure safe and efficient operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

**6046.02 Set up aerial device,** according to manufacturers' instructions and legislated requirements, to ensure safe operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6046.03 Select, adjust, inspect, and wear fall-protection systems,** according to manufacturers' instructions and legislated requirements, to ensure safe operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6046.04 Perform aerial device rescue,** by using appropriate methods, to enable safe rescue of injured or disabled operator.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6046.05 Perform aerial device bucket evacuation,** by using appropriate methods, to ensure safe worker evacuation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6046.06 Load tools, equipment, and materials into bucket,** according to job requirements, manufacturers' instructions, and legislated requirements, to ensure safe and efficient operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6046.07 Access aerial device bucket and secure fall-protection system,** according to manufacturers' instructions and legislative requirements, to ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6046.08 Operate aerial device controls**, according to manufacturers' instructions, in an efficient manner.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6046.09 Access desired work location**, according to predetermined work plan, in a safe and efficient manner.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6046.10 Transfer self from aerial device to tree**, by using methods appropriate to the circumstances and according to legislative requirements, to ensure safe operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**6046.11 Operate tools aloft**, including chainsaws, hydraulic tools, pole pruners, and handsaws, according to predetermined methods, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6046.12 Perform sectional removal of woody plants**, according to selected removal methods and rigging techniques, by using selected tools and equipment including chainsaws, ropes, and blocks, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6046.13 Control movement of cut limbs and trunk sections**, with and without using rigging systems, to ensure safe and efficient job operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6046.14**     **Select, inspect, and maintain tree-rigging equipment**, including ropes, carabiners, blocks, and friction devices, according to manufacturers' specifications, to ensure a safe and efficient worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6046.15**     **Maintain, inspect, and operate live-line tools**, including hydraulic tools, pole pruners, pole saws, and insulated links, according to manufacturers' instructions and legislated requirements, to ensure safe operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6046.16**     **Secure aerial device for travel**, according to manufacturers' instructions and legislated requirements, to ensure safe travel and to prevent equipment damage.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6047 Control Underbrush in Proximity to Energized Electrical Apparatus****General Performance Objective**

Control underbrush in proximity to energized electrical apparatus by: identifying underbrush; selecting removal method; selecting and inspecting tools and equipment; maintaining underbrush equipment; preparing underbrush-felling area; inspecting and setting up tools and equipment; felling underbrush; handling and/or disposing of underbrush materials; maintaining and storing tools and equipment; identifying hazards associated with underbrush under tension and compression; and applying herbicide treatment.

**6047.01 Identify underbrush** to be removed, by confirming plant species and worksite location, to comply with job work orders/specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

**6047.02 Select removal method**, according to plant type, worksite conditions, job requirements, and potential hazards, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6047.03**     **Select and inspect tools and equipment**, including clearing saws and chainsaws, according to job/worksite conditions and method selected, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6047.04**     **Maintain underbrush equipment**, including clearing saws and chainsaws, according to manufacturers' instructions, to ensure safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6047.05**     **Prepare underbrush-felling area**, by securing worksite, eliminating/controlling hazards, and establishing an escape route, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6047.06**     **Inspect and set up tools and equipment**, according to applicable legislation, manufacturers' specifications, and methods selected, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6047.07**     **Fell underbrush**, by using a predetermined method, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6047.08**     **Handle and/or dispose of underbrush materials**, according to methods and equipment selected, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6047.09**     **Maintain and store tools and equipment**, according to government regulations and manufacturers' specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6047.10**     **Identify hazards associated with underbrush under tension or compression**, including spring poles, to ensure a safe worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6047.11**     **Apply herbicide treatment**, in accordance with legislative requirements and predetermined methods, to control regrowth of underbrush.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048 Maintain Aerial Device****General Performance Objective**

Maintain aerial device by: conducting scheduled checks of aerial device; performing emergency lowering of aerial device; cleaning and inspecting booms, structural components, and basket and liner; inspecting hydraulic system; checking hydraulic reservoir; inspecting outriggers, pads, or stabilizers; lubricating all components; inspecting fall-protection anchor point; checking all warning labels; checking aerial device evacuating equipment or system; checking and lubricating aerial device levelling system; and checking all test stickers or documentation.

**6048.01 Conduct scheduled checks of aerial device**, according to manufacturers' instructions and legislated requirements, to ensure personal safety and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

**6048.02 Perform an emergency lowering of aerial device**, according to manufacturers' instructions, to ensure personal safety and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048.03**      **Clean and inspect booms** for cracks, wear, discoloration, and structural defects, according to manufacturers' instructions, to ensure a safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048.04**      **Clean and inspect structural components** for cracks, movement, and rust, according to manufacturers' instructions, to ensure a safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048.05**      **Clean and inspect basket and liner** for cracks and damage, according to manufacturers' instructions, to ensure a safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**6048.06**      **Inspect hydraulic system** for leaks, wear, and loose fittings, according to manufacturers' instructions, to ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048.07**      **Check hydraulic reservoir** for appropriate level, clean filters, and contaminants, according to manufacturers' instructions, to ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048.08**      **Inspect outriggers, pads, or stabilizers** for cracks, rust, or damage, according to manufacturers' instructions, to ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048.09**      **Lubricate all components**, including pins, turret rotation, and bushings, according to manufacturers' instructions, to ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048.10**      **Inspect fall-protection anchor point** for wear and rust, according to manufacturers' instructions, to ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048.11**      **Check all warning labels** for legibility, according to manufacturers' instructions, to ensure safe operation and to protect self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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**6048.12 Check aerial device evacuating equipment or system**, according to manufacturers' instructions, to ensure a safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048.13 Check and lubricate aerial device levelling system**, according to the manufacturers' instructions, to ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6048.14 Check all test stickers or documentation** for legibility and current status, according to legislative requirements, to ensure a safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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**6049 Maintain Chainsaw****General Performance Objective**

Maintain chainsaws by: performing routine repair and maintenance of chainsaw; servicing chainsaw bars; sharpening chains; adjusting chain tension; refilling fuel and chain lubricant reservoirs; starting/stopping chainsaw; setting engine idle speed; checking chain brake function at operational speed; testing chainsaw after maintenance; storing chainsaw, and accessories.

- 6049.01 Perform routine repair and maintenance of chainsaw**, including cleaning and lubricating, according to manufacturers' specifications, to enhance performance and safe running conditions.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

- 6049.02 Service chainsaw bars**, according to manufacturers' specifications, to ensure performance and safe running conditions.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6049.03      Sharpen chains**, according to manufacturers' specifications, to maximize cutting efficiency.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6049.04      Adjust chain tension**, according to manufacturers' specifications, to reduce wear, maximize cutting efficiency, and ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6049.05      Refill fuel and chain lubricant reservoirs**, by using required products/mixes, according to manufacturers' specifications, to ensure safe and efficient performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6049.06**      **Start/stop chainsaw**, according to manufacturers' specifications and required safety procedures, to ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6049.07**      **Set engine idle speed**, by using adjusting tools, to ensure chain is stationary while idling.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6049.08**      **Check chain brake function at operational speed**, according to manufacturers' specifications, to ensure that the chain stops.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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**6049.09**     **Test chainsaw after maintenance**, by performing a cut in wood, to confirm operational readiness.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6049.10**     **Store chainsaw and accessories**, including fuel and chain bar lubrication, according to government regulations and manufacturers' specifications, to protect self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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**6050 Maintain and Operate Chipper****General Performance Objective**

Maintain and operate chipper by: securing chipper for transportation; conducting pre-operational checks; setting up and starting up chipper; conducting operational checks; feeding chipper; shutting down chipper; performing emergency shutdown; storing chipper; and performing preventative maintenance.

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- 6050.01 Secure chipper for transportation**, including connecting safety chains and/or tie- downs and signal lights as required, to ensure safe transportation and compliance with legislated requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 6050.02 Conduct pre-operational checks**, according to manufacturers' instructions and legislated requirements, to ensure safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**6050.03 Set up and start up chipper**, according to manufacturers' instructions, to ensure safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6050.04 Conduct operational checks** by inspecting all safety and operational components to verify that they are in place and operational, to ensure safe and efficient operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6050.05 Feed chipper**, according to manufacturers' operating procedures, to ensure safe and efficient operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6050.06 Shut down chipper**, according to manufacturers' operating procedures, to protect self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6050.07 Perform emergency shutdown**, according to manufacturers' operating procedures, to achieve a quick shutdown.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6050.08 Store chipper**, according to manufacturers' short or long-term storing procedures, to provide for public and personnel safety.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6050.09**     **Perform preventative maintenance**, according to manufacturers' procedures, to ensure worker safety, to extend machine life, and to optimize machine performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

## **6051     Clear Vegetation in Proximity to Transmission Voltage Conductors**

### **General Performance Objective**

Clear vegetation in proximity to transmission voltage by:  
 identifying right-of-way and system information; establishing communication systems; conducting condition patrol; identifying equipment and tools; identifying right-of-way access points; identifying required permits; complying with environmental regulations; identifying emergency response plan requirements; completing tailboard sheet; measuring tree and conductor heights; determining compatibility of vegetation; pruning trees in proximity of electrical apparatus; removing trees; treating screens and buffers; maintaining right-of-way access points; assessing and recording right-of-way condition; determining vegetation- control methods; and demonstrating herbicide-application techniques.

**6051.01**     **Identify right-of-way**, by using maps, drawings, and specifications, to determine location and access to worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

**6051.02 Identify system information**, including voltages, structures, and feeders, by using maps, drawings, and specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.03 Establish communications systems** with controlling authorities, other work groups, and emergency contacts, by using devices, including radio, cell phone, and satellite phone, to ensure a safe work environment.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.04 Conduct condition patrol**, inspecting, recording information, and treating immediate hazards to line integrity, including right-of-way widths and encroachments, access roads, alterations to right of way, water crossings, bridges, fords, culverts, visual inspection of structures and hardware, endangered wildlife species, density of vegetation, soil erosion, and screens, to ensure integrity of the electrical system.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.05 Identify equipment and tools**, including chainsaws, clearing saws, off-road equipment, and herbicides, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.06 Identify right-of-way access points**, by using information, including maps, drawings, property-owner notifications, property agreements, easements, weather conditions, seasonal restrictions, and terrain conditions, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.07 Identify required permits**, by using information, including maps and drawings, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.08**     **Comply with environmental regulations**, including water crossings, spill management, buffer zones, erosion controls, roadways, herbicides, wildlife management, and forest fire regulations, to minimize environmental impacts from work operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.09**     **Identify emergency response plan requirements**, including remote evacuation plans, first-aid response, communications systems, and survival plans, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.10**     **Complete tailboard sheet**, including identifying electrical hazards, other hazards, emergency plans, and hazardous plants, to ensure safe and efficient job operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.11 Measure tree and conductor heights**, by using tools, including live-line measuring sticks, laser range finders, and clinometers, to meet job objective.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.12 Determine compatibility of vegetation**, by using available information, including danger tree criteria, profile maps, condition survey data, species location, standing and falling clearances, and current Canadian Standards Association and controlling authority information, to ensure safe and efficient job operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.13 Prune trees in proximity of electrical apparatus**, by using appropriate live-line tools, including manual pole saws and pole pruners, to ensure safe and efficient job operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.14 Remove trees**, by using appropriate felling techniques and considering the value of any merchantable timber, to ensure safety and integrity of the electrical system.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.15 Treat screens and buffers**, by using appropriate arboricultural methods and live- line procedures, to retain positive customer relations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.16 Maintain right-of-way access points**, including helicopter landing sites, roadways, and boat launches, using clear-cutting and selective danger tree removal, to ensure a safe workplace.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**6051.17 Assess and record right-of-way conditions** during line-clearing operations, including right-of-way widths and encroachments, access roads, water crossings, bridges, fords, culverts, visual inspection of structures and hardware, and protected wildlife sites, to ensure integrity of the electrical system.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.18 Determine vegetation-control methods**, including herbicide application, cutting, and grubbing, by considering locations, including stations, buildings, generation facilities, and right of way; and conditions, including soil erosion, incompatible species, slope, and water, to ensure safety and integrity of the electrical system.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**6051.19 Demonstrate herbicide-application techniques**, by using Integrated Vegetation Management principles and manufacturers' recommendations, including broadcast, stump, basal, soil sterilant, and stem foliar methods, to ensure worker and public safety and integrity of the electrical system.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

## Definitions

### Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

### BOSTA

*Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*

### Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

### Certificate of Qualification (C of Q)

A certificate is issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

### Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

### Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

### Journeyperson

Journeyperson means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyperson in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

### Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

### Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

### **Provisional Certificates of Qualification**

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

### **Ratios**

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training, and continuity of work.

### **Sign-off**

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

### **Skill**

Individual competency/task described in the Logbook.

### **Skill Sets**

Group or selection of individual skills found in the Logbook.

### **Skill Set Completion for Sponsors**

Listing for all skill sets and includes space for sign-off by Sponsor of record.

### **Sponsor**

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

### **Sponsor of Record**

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

**Trainer**

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

## Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyperson and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination.

To access the Red Seal preparation guide please visit: [red-seal.ca](https://red-seal.ca)

### Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

#### Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

#### Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

#### Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

## **Instructions for Recording a Change in Sponsor**

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

**You must fill out a Change of Sponsor Record each time you change your sponsor.**

## Change Sponsor Record #1

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

## Change of Sponsor Record #2

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**



### Change of Sponsor Record #3

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #4**

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form**

## Appendix A — Instructions for Apprenticeship Program Completion

**Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.**

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or call the *Employment Ontario* toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After the staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

## Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority ( <i>print name</i> )	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement ( <i>for hours-based trades only</i> )	
Hours completed? ( <i>documentation attached</i> )	Yes ( )      No ( )      Not applicable ( )
Classroom training completed or exempt?	Yes ( )      No ( )      Not applicable ( )

I hereby confirm that the information submitted on both sides of this form is true and accurate.

<b>X</b> _____	<b>X</b> _____
Apprentice's Signature      Date	Signature of Sponsor's Signing Authority      Date

## Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
6040	Protect Self and Others	
6041	Work In a Safe Environment	
6042	Plan Job	
6043	Remove Woody Plants in Proximity to Energized Electrical Apparatus	
6044	Prune Woody Plants in Proximity to Energized Electrical Apparatus	
6045	Climb Trees and Work at Heights in Proximity to Energized Electrical Apparatus	
6046	Prune/Remove Trees (With Aerial Device) In Proximity to Energized Electrical Apparatus	
6047	Control Underbrush in Proximity to Energized Electrical Apparatus	
6048	Maintain Aerial Device	
6049	Maintain And Operate Chainsaw	
6050	Maintain And Operate Chipper	
6051	Clear Vegetation in Proximity to Transmission Voltage Conductors	

### Ministry of Labour, Immigration, Training and Skills Development use only:

Sponsor verified as most recent sponsor of record: Yes ( ) No ( )  
 Documentation to support completion of hours attached: Yes ( ) No ( )  
 Completion of classroom training verified: Yes ( ) No ( )

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: [ontario.ca/page/employment-Ontario-apprenticeship-offices](http://ontario.ca/page/employment-Ontario-apprenticeship-offices)

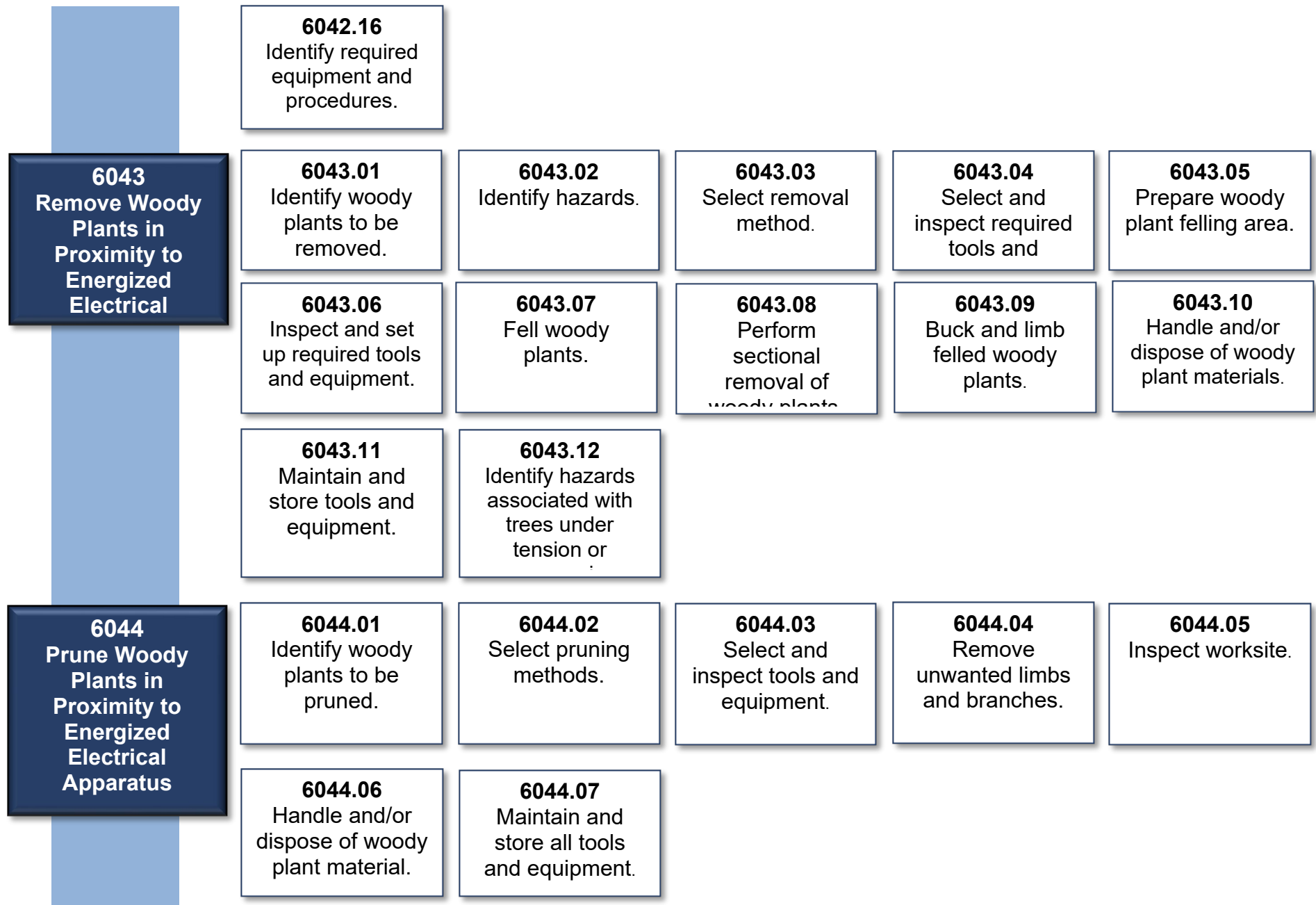
Location	Contact	Location	Contact
<b>Barrie</b> 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	<b>Marathon</b> 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
<b>Belleville</b> 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	<b>Markham</b> 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
<b>Brantford</b> 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	<b>North Bay</b> 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
<b>Chatham</b> 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	<b>Ottawa</b> 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
<b>Cornwall</b> 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	<b>Owen Sound</b> 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
<b>Dryden</b> 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	<b>Peel</b> 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
<b>Durham</b> 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	<b>Pembroke</b> 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
<b>Elliot Lake</b> 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	<b>Peterborough</b> 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
<b>Fort Frances</b> 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	<b>Sarnia</b> 519-542-7705 1-800-363-8453	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
<b>Geraldton</b> 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	<b>Sault Ste. Marie</b> 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
<b>Halton</b> 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	<b>St Catharines</b> 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
<b>Hamilton</b> 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	<b>Sudbury</b> 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
<b>Kapuskasing</b> 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	<b>Thunder Bay</b> 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
<b>Kenora</b> 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	<b>Timmins</b> 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
<b>Kingston</b> 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	<b>Toronto Centre</b> 416-927-7366 1-800-387-5656	2 St Clair West, 11 <sup>th</sup> floor Toronto, ON M4A 1L5
<b>Kitchener</b> 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	<b>Toronto South</b> 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
<b>London</b> 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	<b>Windsor</b> 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

### Competency Analysis Profile (CAP) Chart

<div>6040</div> <div>Protect Self and Others</div>	<div>6040.01</div> <div>Comply with federal, provincial, and municipal legislation and regulations.</div>	<div>6040.02</div> <div>Select, adjust, maintain, and wear appropriate eye protection.</div>	<div>6040.03</div> <div>Select, adjust, maintain, and wear appropriate face protection.</div>	<div>6040.04</div> <div>Select, adjust, maintain, and wear appropriate head protection.</div>	<div>6040.05</div> <div>Select, adjust, maintain, and wear appropriate hearing protection.</div>
	<div>6040.06</div> <div>Select, maintain, and wear appropriate hand protection.</div>	<div>6040.07</div> <div>Select, adjust, maintain, and wear appropriate foot protection.</div>	<div>6040.08</div> <div>Select, adjust, maintain, and wear appropriate chainsaw safety pants or chaps.</div>	<div>6040.09</div> <div>Select, inspect, and wear rubber gloves.</div>	<div>6040.10</div> <div>Select, adjust, maintain, and wear a work-positioning system.</div>
	<div>6040.11</div> <div>Select, adjust, maintain, and wear appropriate flame-resistant clothing.</div>	<div>6040.12</div> <div>Mount and dismount equipment.</div>	<div>6040.13</div> <div>Select, inspect, and use hand tools and tree-maintenance equipment.</div>	<div>6040.14</div> <div>Establish and maintain appropriate safe distances.</div>	
	<div>6041.01</div> <div>Identify climatic extremes.</div>	<div>6041.02</div> <div>Identify potential hazards in trees.</div>	<div>6041.03</div> <div>Identify potential hazards in adjacent trees.</div>	<div>6041.04</div> <div>Identify unstable ground conditions.</div>	<div>6041.05</div> <div>Identify potential hazards of overhead structures and utilities.</div>
<div>6041</div> <div>Work in a Safe Environment</div>					

<b>6041</b> <b>Work in a Safe Environment Cont.</b>	<b>6041.06</b> Identify potential electrical hazards.	<b>6041.07</b> Identify handling, storage, and disposal of all hazardous materials.	<b>6041.08</b> Follow required fire procedures.	<b>6041.09</b> Communicate on the worksite.	<b>6041.10</b> Identify potential public hazards.
	<b>6041.11</b> Monitor worksite conditions.				
<b>6042</b> <b>Plan Job</b>	<b>6042.01</b> Interpret all job documents.	<b>6042.02</b> Control worksite vehicular and pedestrian traffic.	<b>6042.03</b> Identify woody plants.	<b>6042.04</b> Identify hazardous plant material.	<b>6042.05</b> Control worksite hazards.
	<b>6042.06</b> Select tools, equipment, supplies, and personnel.	<b>6042.07</b> Plan work sequence and method.	<b>6042.08</b> Communicate job plan and changes.	<b>6042.09</b> Identify electrical hazards.	<b>6042.10</b> Identify voltage levels.
	<b>6042.11</b> Identify required barriers.	<b>6042.12</b> Establish barriers to energized apparatus.	<b>6042.13</b> Identify and request work protection.	<b>6042.14</b> Establish and maintain communications with controlling authority.	<b>6042.15</b> Identify and request hold-offs.





**6045.01**  
Select, inspect, and maintain conventional fall-protection systems.

**6045.02**  
Select, inspect, and maintain split-tail fall- protection systems.

**6045.03**  
Wear and adjust conventional fall-protection systems.

**6045.04**  
Wear and adjust split-tail fall-protection systems.

**6045.05**  
Tie, dress, and set friction knots.

**6045.06**  
Ties, dress, and set termination knots.

**6045.07**  
Inspect tree.

**6045.08**  
Select and assess interim anchor points.

**6045.09**  
Select and assess final anchor points.

**6045.10**  
Place climbing rope into interim anchor location.

**6045.11**  
Ascend trees without spurs.

**6045.12**  
Ascend trees with spurs.

**6045.13**  
Reposition climbing line.

**6045.14**  
Secure self at work location.

**6045.15**  
Select, inspect, and maintain tree-rigging

**6045.16**  
Raise, lower, and secure tools and equipment.

**6045.17**  
Operate tree-pruning tools aloft.

**6045.18**  
Control movement of cut limbs and trunk sections with rigging systems

**6045.19**  
Control movement of cut limbs and trunk sections without rigging systems.

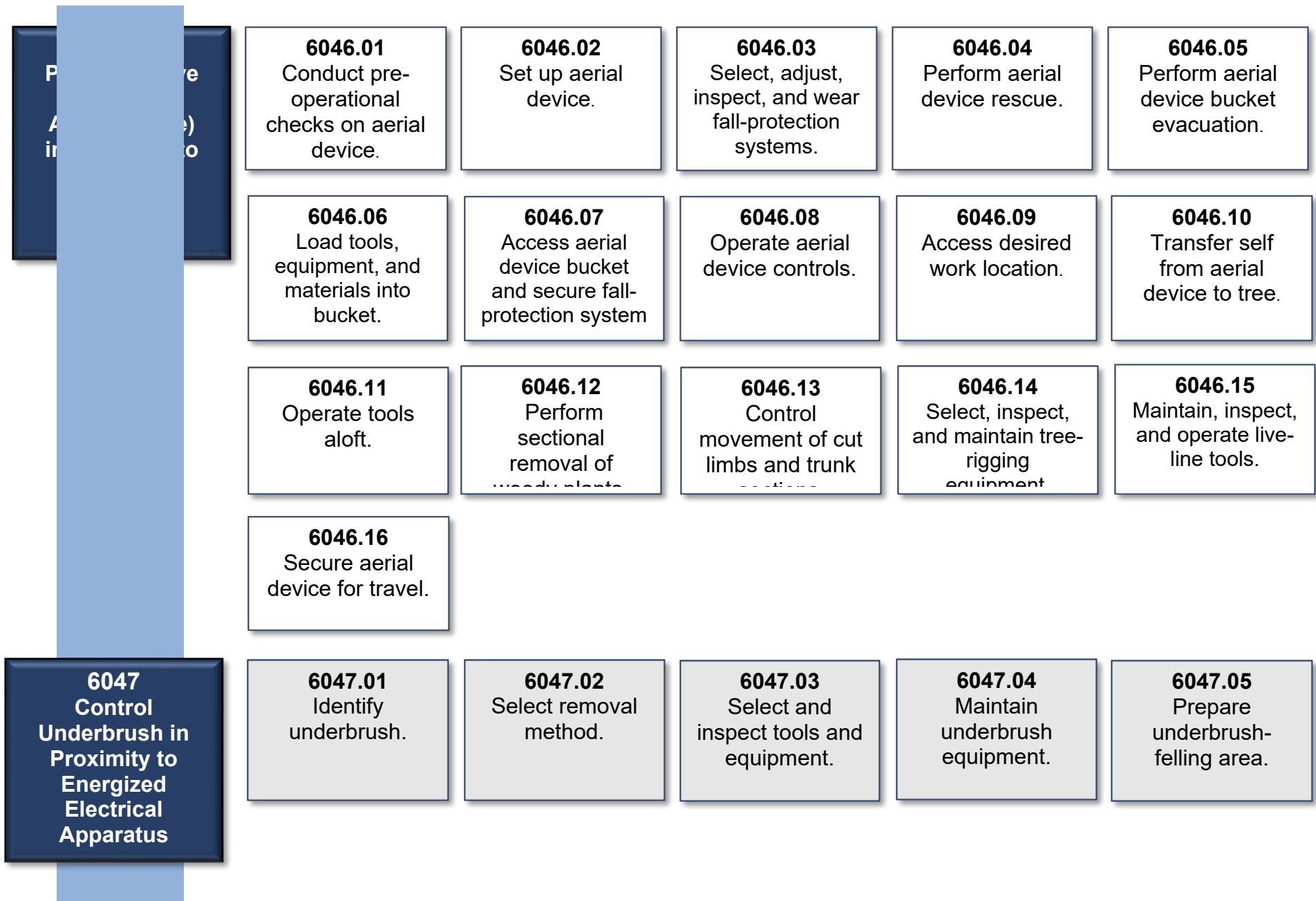
**6045.20**  
Inspect tree aloft.

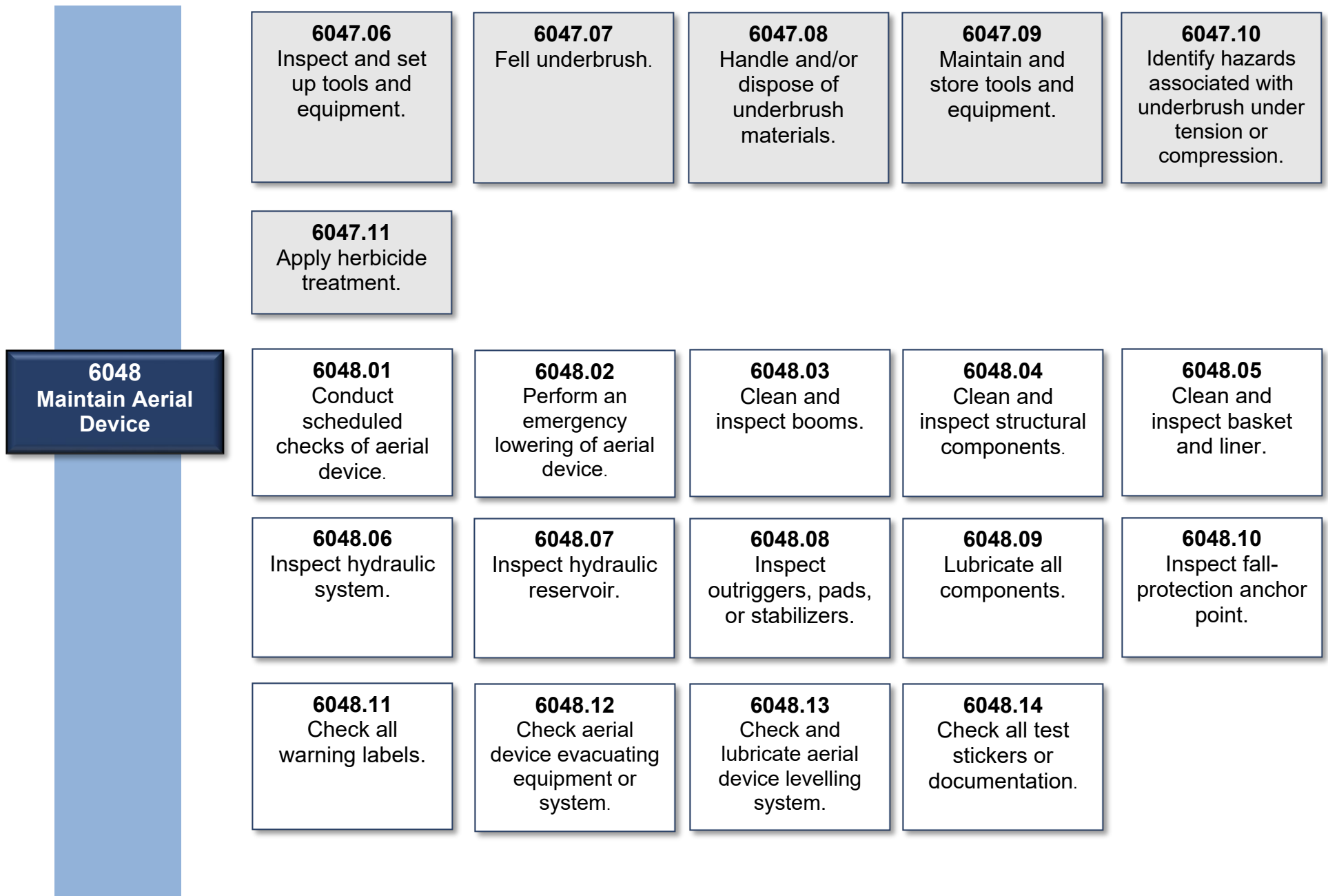
**6045.21**  
Descend tree with spurs.

**6045.22**  
Descend tree without spurs.

**6045.23**  
Respond to emergency situations.

**6045.24**  
Perform aerial rescue.





<div>6049</div> <div>Maintain Chainsaw</div>	<div>6049.01</div> <div>Perform routine repair and maintenance of chainsaw.</div>	<div>6049.02</div> <div>Service chainsaw bars.</div>	<div>6049.03</div> <div>Sharpen chains.</div>	<div>6049.04</div> <div>Adjust chain tension.</div>	<div>6049.05</div> <div>Refill fuel and chain lubricant reservoirs.</div>
	<div>6049.06</div> <div>Start/stop chainsaw.</div>	<div>6049.07</div> <div>Set engine idle speed.</div>	<div>6049.08</div> <div>Check chain brake function at operational speed.</div>	<div>6049.09</div> <div>Test chainsaw after maintenance.</div>	<div>6049.10</div> <div>Store chainsaw and accessories.</div>
	<div>6050.01</div> <div>Secure chipper for transportation.</div>	<div>6050.02</div> <div>Conduct pre-operational checks.</div>	<div>6050.03</div> <div>Set up and start up chipper.</div>	<div>6050.04</div> <div>Conduct operational checks.</div>	<div>6050.05</div> <div>Feed chipper.</div>
	<div>6050.06</div> <div>Shut down chipper.</div>	<div>6050.07</div> <div>Perform an emergency shutdown.</div>	<div>6050.08</div> <div>Store chipper.</div>	<div>6050.00</div> <div>Perform preventative maintenance.</div>	

**6051**  
**Clear Vegetation**  
**in Proximity to**  
**Transmission**  
**Voltage**  
**Conductors****6051.01**

Identify right of way.

**6051.02**

Identify system information.

**6051.03**

Establish communications systems.

**6051.04**

Perform condition patrol inspecting.

**6051.05**

Identify equipment and tools.

**6051.06**

Identify right-of-way access points.

**6051.07**

Identify required permits.

**6051.08**

Comply with environmental regulations.

**6051.09**

Identify emergency response plan requirements.

**6051.10**

Complete tailboard sheet

**6051.11**

Measure tree and conductor heights.

**6051.12**

Determine compatibility of vegetation

**6051.13**

Prune trees in proximity of electrical apparatus

**6051.14**

Remove trees.

**6051.15**

Treat screens and buffers

**6051.16**

Maintain right-of-way access points.

**6051.17**

Assess and record right of way conditions.

**6051.18**

Determine vegetation control methods.

**6051.19**

Demonstrate herbicide application techniques.

# Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

## After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

## Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: [red-seal.ca](http://red-seal.ca)



[SkilledTradesOntario.ca](https://www.skilledtradesontario.ca)