

## Appendix E

### Evaluator Guidelines - Aerial/scissor lift

*Note: The evaluation can be done in-house using an experienced and competent UTK employee or an outside vendor/safety consultant may be used.*

#### **1) Pre-Requisites:**

- Complete the classroom portion of an aerial/scissor lift training class.
- Review and become familiar with the UTK Aerial/Scissor Lift written program.
- Be experienced with the equipment you will be training on.
- Review owner's manual.

#### **2) Choose safe location:**

- Open area
- Away from vehicle and pedestrian traffic
- Flat surface on solid ground
- If necessary barricade area with orange cones or equivalent to keep vehicles and pedestrians out of the training area.

#### **3) Review features of specific aerial/scissor lift with student:**

- On/off
- Bucket, boom, steering
- Deck extensions
- Stop/Go
- Outriggers
- Safety devices (guardrail gate, anchor points)
- Emergency boom/bucket lowering mechanism
- Fueling/charging ports
- Fueling/charging locations at site

#### **4) Review site specific working conditions/hazards/safety concerns:**

- Ramps/Slopes
- Dock plates/dock levelers
- Overhead obstructions
- Pedestrian traffic areas
- Vehicle restricted areas (unstable surface, narrow aisles, etc.)
- Hazardous locations (flammable, chemical, etc.)
- Any other unique situations/areas
- PPE

- 5) Allow student to learn/practice actual operation of the equipment while supervised.**
- 6) After the student gets comfortable with the equipment operation, begin the evaluation.**
- 7) Use the “Aerial/Scissor Lift Hands-On Training Evaluation Form” found in Appendix D of the UTK Aerial/Scissor Lift Program. Have employee complete each task on the form which applies to the equipment.**
- 8) File evaluation form with supervisor/manager/safety officer.**