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.**