**Appendix H**

**Instructions for Conducting Bridge Crane Operator Evaluations**

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

1. Pre-Requisites:
	1. Completed the classroom portion of a crane / hoist training class.
	2. Review and become familiar with the PSU Crane, Hoist and Sling written program.
	3. Be experienced with the equipment you will be training on.
	4. Review owner’s manual.
2. Make sure the equipment is in safe condition.
3. Make sure the location is safe.
4. Have operator perform each item on the Bridge Crane Operator Evaluation Form. (Appendix G)
5. Assess the operator’s performance. (Appendix G)
6. Explain any “failed” tasks and have operator repeat task.
7. Sign form.
8. File form with designated person. (Supervisor, work unit safety officer, department safety officer, etc)