



INSTRUCTIONS FOR LICENSING BACKHOE OPERATORS

Aggie Safety issues a Certificate of Training to the individual listed below. This certificate demonstrates that this individual has successfully completed a comprehensive Backhoe training course. There are two elements in licensing a Backhoe operator. One is the successful completion of Backhoe training, and the other is that the operator has demonstrated sufficient skills to operate Backhoe safely. To address the second issue, there are two options. One is for you to evaluate the operator using the checklist below or based on your observations to waive the operator evaluation test. We enclose a waiver you may want us in waiving the operator evaluation test.

BACKHOE OPERATOR EVALUATION

Operator's Name: _____ Company Name: _____

Evaluator's Name: _____ Date of Evaluation: _____

Evaluator's Title: _____ Instructions: Circle S for Satisfactory, or SWA for need a little assistance, or U Unsatisfactory. Any operator with an unsatisfactory grade should not be licensed.

Evaluation	Operator Actions	Evaluation	Operator Actions	Evaluation	Operation Actions
Pre-Use Inspection		Driving Skills		General Knowledge	
S-SWA-U	Low Fluid Level	S-SWA-U	Backing Up Safety	S-SWA-U	Checking for utilities
S-SWA-U	Damaged Guards	S-SWA-U	Speed	S-SWA-U	Excavation Safety
S-SWA-U	Under-inflated/tire damage	S-SWA-U	Keep Load Low	S-SWA-U	What to do in a tip-over
S-SWA-U	Boom Inspection	S-SWA-U	Wearing a Seat Belt	S-SWA-U	Refueling Hazards
S-SWA-U	Hydraulic Leaks	S-SWA-U	Avoiding unstable soil	S-SWA-U	Use of PPE
S-SWA-U	Lights	S-SWA-U	3-Point Contact in and out of cab.		
S-SWA-U	Horn	S-SWA-U	General Competency		
S-SWA-U	Mirrors	Loading			
S-SWA-U	Boom and Bucket	S-SWA-U	Use of Bucket		
S-SWA-U	Loader	S-SWA-U	Use of Loader		
S-SWA-U	Outrigger Damage	S-SWA-U	Other:		
S-SWA-U	Fire Extinguisher	Unloading			
S-SWA-U	Garbage in Cab	S-SWA-U	Depositing Load		
S-SWA-U	Warning Labels	S-SWA-U	General Competency		
Use of Controls		Parking Backhoe			
S-SWA-U	Raising / Lowering Boom and Bucket	S-SWA-U	The loader and bucket are lowered to the ground.		
S-SWA-U	Raising / Lowering Loader	S-SWA-U	Parking Brake Set		
S-SWA-U	Deployment of Outriggers or Down Riggers	S-SWA-U	Backhoe Secured Against Theft.		
S-SWA-U	Engine Controls				
S-SWA-U	General Competency				

Skill Rating	Driver Activity	Skill Rating	Driver Activity	Skill Rating	Driver Activity
Inspection		Inspection		Inspection	
S SWA U	Checking Tires	S SWA U	Wearing Seat Belt	Gen. Knowledge	
S SWA U	Checking Loader	S SWA U	Keeping Load Low	S SWA U	Use of PPE
S SWA U	Checking Boom and Bucket	S SWA U	Wearing Seat Belt	S SWA U	Refueling Hazards
S SWA U	Checking Fluid Levels	S SWA U	General Competency: Driving	S SWA U	Battery Safety
S SWA U	Checking Horn			S SWA U	Rollover Procedures
S SWA U	Checking for Hydraulic Leaks	Loading Skills		S SWA U	Excavation Hazards
Using Controls		S SWA U	Loading/Dump Truck	S SWA U	What to do in tip-over.
S SWA U	Boom and Bucket	S SWA U	Use of the bucket.	S SWA U	Other:
S SWA U	Backhoe Loader	S SWA U	Use of the loader		
S SWA U	Outriggers or Downriggers	S SWA U	Forks Adjusted		
S SWA U	Engine Controls	S SWA U	General Competency: Loading		
S SWA U	General Competency: Controls	Unloading			
Driving Skills		S SWA U	Deposited Load Smoothly		
S SWA U	Looking Before Driving In Reverse	S SWA U	General Competency: Unloading		
S SWA U	Using Horn at Intersections	Backhoe Parking			
S SWA U	Speed When Moving	S SWA U	Hand Brake On		
S SWA U	Wearing Seat Belt	S SWA U	Bucket and Loader lowered		
		S SWA U	Use 3-point Contact		

While using the checklist, here are a few tips:

1. Often, backhoe operators don't understand how important the hydraulic fluid level is and how it affects the backhoe. The problem is compounded since many operators are unaware of how to check hydraulic fluid levels. For these reasons, it is a good idea to ask the operator to check the hydraulic fluid level and let you know if more is needed.
2. It is a good idea to review tire safety. An improperly inflated tire or a damaged solid rubber tire can cause a Backhoe to roll over. The operator must make sure the tires are in good condition and are properly inflatable tires. (Solid Rubber tires with a crack running across the tire to the rim indicate the tire must be replaced.
3. Did the operator, while using ground controls, operate the Backhoe to listen to unusual sounds that might indicate a maintenance problem, or to determine that the Backhoe was not properly working?
4. It is a good idea to review the backhoe operator's manual operator inspection checklist to ensure all inspection and safety rules are included in the operator's evaluation.

Waiver of Operator Evaluation

This employee has successfully completed Backhoe Training, has a safe operating work history, regularly demonstrates high-quality, safe work habits, and is routinely observed working safely and responsibly by supervisors and management. It is agreed that the Operator Evaluation Test Backhoe Evaluation is not required at this time. This "Waiver" does not eliminate the possibility that he or she may be required to complete the test at some time in the future should his or her work standards decline.

Authorized Employee

Date

Authorization to operate Backhoe

Since the individual listed on the Backhoe Operator Evaluation has successfully completed the written training course on Backhoes and has demonstrated the ability to operate a Backhoe safely, the undersigned authorizes the individual listed on the evaluation to operate the company Backhoes.

Authorized Company Employee

Title

Date

Note: Although every effort is made to ensure the accuracy, currency, and completeness of the information in the operator evaluation, Aggie Safety, Lone Loss Control (its owners, employees, or agents) do not guarantee, warrant, represent, or undertake that the information provided is correct, accurate, or current. Aggie Safety, Lone Star Loss Control (its owners, employees or agents), are not liable for any loss, claim, or demand arising directly or indirectly from any use or reliance upon this aerial lift operator evaluation.