

Training Package

Permitted Equipment Operator's Training Instructions

Training Procedures

Each department using Permitted Equipment will appoint at least one designated trainer to train employees to operate them or contract with an EHS approved equipment-training company, examples include [Cloverdale](#) and [United Academy](#). The trainer must be a supervisor, or other person, that has a valid University Permitted Equipment operator permit who possesses the necessary skill and who by knowledge, training, and experience has demonstrated the ability to provide this training and to deal with problems that may arise in the course of operating Permitted Equipment.

This training packet contains all of the generic testing materials. Your department must have the written operators' guide and/or training videos for the specific equipment in the department. The training/permitting process should begin immediately so that the permit is issued in a timely manner.

The training must consist of a combination of:

- Formal classroom instruction (lecture, discussion, interactive computer learning, written material) based on the MIOSHA standards and the specific equipment operation.
- Review of daily inspection (attached checklist should be posted in the workplace.)
- Practical training of the operator in the workplace by the designated trainer.

Include any other pertinent information you think is important. You may also contact EHS at (734) 647-1143 with technical questions.

At the conclusion of the training, the employee(s) must take an applicable written test specific to the equipment being used. Sample tests are included in the Training Package. Equipment specific tests provided by the equipment manufacturer are acceptable. After completion of the written test, each employee will undergo a performance test. Instructions and guidance on administering the performance test is attached. The trainer will rate the employee's performance on the score sheet attached and review the answers with the employees to assure knowledge of the equipment.

Record keeping

Upon completion of the training and testing, the designated trainer will return all completed paperwork to EHS. The Permitted Equipment Operators Request Form must be completed and signed. The designated trainer will send the following documents to EHS:

- Written Exam, specific to the type of equipment being use
- Performance Test
- Permitted Equipment Operators Request Form

EHS will evaluate the packets and issue a permit or contact the department for missing/additional requirements.

Refresher Training

Refresher training is required **if**:

- The operator is observed or reported to have performed unsafe operation or been involved in an accident or near-miss incident;
- An evaluation indicates a need;
- Different type of equipment is introduced to or workplace conditions change for the operator.

Permits Permitted

Operators must carry the permit with them at all times when operating Permitted Equipment. Permits must be renewed every three years. Tracking of the re-training and record keeping will be the responsibility of EHS. The supervisor will be notified by EHS 60 days prior to permit expiration for renewal.

Permitted Equipment Maintenance and Testing

The University will only purchase Permitted Equipment that meets the specifications listed in MIOSHA Construction Safety Standard, Part 32, MIOSHA Construction Safety Standard, Part 13, MIOSHA General Industry Safety Standard, Part 21 and MIOSHA General Safety Standard, Part 22.

It is the responsibility of each department to assure their Permitted Equipment is in proper working order and to follow manufacturers' specifications with respect to inspection and maintenance.

Contacts for More Information

Direct all technical and administrative questions to EHS-PermitEquip@umich.edu or call the EHS direct phone at (734) 647-1143.

Performance Test Trainer's Instructions

The performance test consists of a Permitted Equipment inspection and a series of basic control skills. The employee is required to perform the Permitted Equipment inspection portion before moving on to the basic skills portion of the test and must complete each section to pass the test. The employee may ask questions at any time during the test.

The trainer will use the Performance Test form in the training package to rate the employee's performance. If the employee fails, explain what was done wrong and give the employee an opportunity to repeat the procedure. You may decide if the employee should repeat the entire performance test after the employee has taken some time to consider their errors and practice their skills.

Section 1 Permitted Equipment Inspection - Instructions to Employee:

The employee will complete the inspection by inspecting the components of the permitted equipment as they would during their daily inspection. The Daily Inspection Checklist should be used as a guide. For each item on the list, the trainee should point to or touch the item they are inspecting and explain what they are looking for until they have completed their inspection.

Section 2 Basic Control Skills - Instructions to the Employee:

This consists of a driving test. Please plan specific tasks to be performed, similar to the type of work the employee will be expected to perform as part of their job. Please use the Performance Test: Permitted Equipment document to rate the employee's performance.

NOTE: As the trainer, you have the right to stop the performance test in cases where the employee is demonstrating dangerous operation of the Permitted Equipment. Some actions that warrant stopping the test are:

- Near miss or striking a person
- Equipment failure on the Permitted Equipment

Upon completion of the performance test, immediately review the employee's performance with the employee, giving specific details involving incorrect procedures and explain the proper way to perform them. Have the operator repeat any tasks performed incorrectly.