



FINAL EVALUATION

Training Program Employee Evaluation Form

Utility	Level:
Name:	
Scoring: (1) Failing (2) Marginal (3) Average (4) Above Average (5) Superior * Do not grade, if not applicable	
<u>Requirements:</u>	<u>Score</u>
Knowledge and application of material hardware and tools	
Laying out tools and materials needed on the job	
Keeping tools and materials properly stored on trucks	
Cleaning and minor maintenance of truck, back-hoe and other equipment	
Maintenance and storage of hot line tools and rubber goods	
Keeping work area free of unused materials, tools, and salvage	
Patrolling work area to keep unauthorized persons out of job area	
Operation of trucks, back-hoes, and other equipment	
Operation of bucket in the air	
Maintenance and care of climbing equipment	
	<u>Score</u>
Climbing ability	Restocking trucks
Conduit installation	Knot tying
Wire pulling	Safety on the job
Pole framing	Troubleshooting skills
Rigging	Substation operation
Secondary voltage work	Attitude
Primary volt work	Initiative
Transformer work	Work relations
Termination work	Quality of work
Test equipment use	Quantity of work
Comments: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
Signature of Co-op Official:	Date:
Signature of Employee:	Date:
Signature of Supervisor:	Date:

EMPLOYEE JOB EVALUATION FOR 1910.269

Current Date ____/____/____

The supervisory personnel at _____

Acknowledges that _____ has successfully performed his/her job duties according to cooperative operating procedures. Those procedures identifying safe work practices under current and federal regulations.

Employee Evaluation Checklist

Check Means Employee Meets Expectations

N/A Means Not Applicable For This Employee

Safety Rules and Operating Procedures:

1. ____ The employee acknowledges there are specific work practices for each job duty he/she may be assigned.
2. ____ The employee acknowledges that he/she has read and understands the safety procedures for specific tasks.
3. ____ The employee acknowledges that he/she understands and can utilize specifications identified in the REA spec book for Overhead, Underground and Substation construction and maintenance.
4. ____ The employee acknowledges that he/she has signed a signature sheet in acceptance and understanding of the adopted cooperative operating procedures.

Emergency Procedures Relating to Job Duties:

1. ____ The employee has demonstrated rescue procedures for pole top and basket rescue. This has been observed by supervisory personnel or other designated authorities.
Training Date ____/____/____
2. ____ The employee acknowledges the ability to recognize a confined space and implement the cooperative confined space procedures.
Training Date ____/____/____

3. ____ The employee acknowledges the ability to recognize excavation hazards and implement procedures for personal protection and protection of other employees.

Training Date ____/____/____

4. ____ The employee demonstrates that he/she is familiar with the cooperative procedures in regards to an electrical contact by other employees. This would include first aid procedures and emergency reporting requirements.

Training Date ____/____/____

5. ____ The employee acknowledges the ability to recognize and use respiratory protection when required.

Training Date ____/____/____

6. ____ The employee acknowledges that he/she is familiar with accident investigation procedures adopted by the cooperative. These procedures would include the identification of personnel responsible for investigation and follow-up on all type of accidents.

Training Date ____/____/____

7. ____ The employee demonstrates proper job start up procedures. The job briefing was administered or received by this employee.

8. ____ The employee demonstrates that he/she is familiar with the voltages that are available on all cooperative properties and service territories and the approach distance for each.

Transmission ____

Distribution ____

Secondary ____

9. ____ The employee demonstrates the proper use of personal protective equipment required when working on or near above listed voltages or difference of potentials.

10. ____ The employee demonstrates the use of additional P.P.E. in specific areas of energized equipment. This would include current test dated cover-up, gloves and protective sleeves.

11. ____ The employee demonstrates proper procedures for de-energizing and grounding lines and equipment for maintenance or construction.

12. ____ The employee demonstrates knowledge of all equipment and tools utilized to break approach distance for different voltages.

13. _____ The employee demonstrates the understanding of minimum requirements for wearing personal protective equipment as required by the cooperative operating procedures.

- _____ Hard Hat
- _____ Eye/Face Protection
- _____ Hearing Protection
- _____ Cooperative Required Foot Protection
- _____ Rubber Gloves (Primary and Secondary Voltages)
- _____ Protective Sleeves (When and Where?)
- _____ Insulated Sticks and "Approved Hot Stick"
- _____ Line Hose
- _____ Insulated Blankets (Rubber Gloving)
- _____ Insulated Blankets (General Cover-up)
- _____ Insulated Aerial Device (Qualified Operator)

14. _____ The employee demonstrates the requirements for inspection and testing of equipment listed above.

Substations

1. _____ The employee demonstrates the recognition and operation of the following equipment.

_____ High Side Substation Air Switch

_____ Substation High Side Arrestors

_____ Substation Transformer

_____ Substation Transformer Bushings and Connections

_____ Substation Regulators

_____ Substation Reclosures and By-Pass Equipment

_____ Substation Meter Equipment

_____ Substation Bus Work and General Construction

_____ The employee demonstrates the ability to de-energize or bypass the substation.

_____ The employee demonstrates the ability to ground the substation and equipment for maintenance or construction.

_____ The employee demonstrates the ability to use metering equipment available to determine the nominal voltage of the equipment.

Evaluated Employee Job Classification _____

Supervisor _____

Date ____ / ____ / ____