



Freight Elevator Handler Training Hands-On Demonstration Sign-off

Name (print):	Signature:
Date:	Department:
Supervisor or Designate (print):	Supervisor or Designate Signature:
	Position/Title:

- ☐ I have successfully completed the **U of G EHS Freight Elevator Handler Online Training Module**.
 - ☐ I have participated in a **hands-on demonstration** on safe operation of a freight elevator provided by my supervisor or designate.
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The hands-on demonstration included:

- ☐ How to call the freight elevator
 - From inside elevator
 - From outside elevator
- ☐ How to enter the elevator:
 - For automatic doors, wait for doors to fully open or push the door open button.
 - For manual doors, use the pull strap if provided. Never put your fingers through the wire mesh.
 - Ensure any passengers inside the elevator have fully exited, including unloading of freight.
 - Verify elevator cab is level with the floor.
 - Do not leave freight or remain stopped in the entrance threshold.
 - Push and hold the close button to close the doors.
- ☐ How to place call for the destination floor
- ☐ How to exit the elevator:
 - When exiting and unloading, do not remain stopped in the elevator door entrance
 - If doors begin closing, move away from the elevator doors
 - For automatic doors, press the door open button to reopen.
 - For manual doors, use the pull strap if provided. Never put your fingers through the wire mesh.
- ☐ Review of markings indicating the maximum capacity of the elevator
- ☐ Review location of the emergency stop
- ☐ Reminders:
 - Doors or gates that must remain closed during operation.
 - Keep clear of any moving parts, doors, chains, entrance openings and the elevator car gates.
 - In the event of an emergency or if elevator is stalled, do not attempt to free yourself from the elevator.
 - Do not travel with compressed gases or cryogenics – these materials must travel in freight elevator unaccompanied.