# 1.0 Purpose

1.1 To define the system for safe operation and maintenance of elevated work platforms and aerial lifts, and to ensure compliance both Federal/State requirements.

# 2.0 Responsibility

* 1. The Key Supervisor shall be responsible for ensuring compliance with this procedure.
  2. Employees shall be responsible for compliance with the provisions of this procedure.

# 3.0 Definitions

* 1. **Aerial Lift**: Vehicle-mounted aerial devices used to elevate personnel for work sites aboveground, including the following:
     1. Extending and articulating boom platforms
     2. Aerial ladders
     3. Vertical towers
     4. A combination of any of the above

NOTE: These devices are considered aerial lifts regardless of rotating capacity or power source.

* 1. **Boom-Supported Elevating Work Platform**: A type of aerial lift commonly known as the “JLG” manlift.
  2. **Self-Propelled Elevating Work Platform**: A type of aerial lift commonly known as the “scissor” type aerial lift.

# 4.0 General Requirements

* 1. Aerial lifts and elevating work platforms shall comply with the following statutory requirements:
     1. 29 Code of Federal Regulations (CFR) 1926, Subpart N; Cranes, Derricks, Hoists, Elevators and Conveyors
     2. 29 Code of Federal Regulations (CFR) 1910, Subpart F; Powered Platforms, manlifts, and Vehicle-Mounted Work Platforms
     3. State Specific codes; Part J; Ladders, Scaffolds and ElevatingWork Platforms
  2. Personnel who operate elevated work platforms and aerial lifts shall be trained to the requirements of this procedure.
  3. Lift controls shall be tested by the user each day prior to use to determine that controls are in safe condition.
  4. Fall protection for employees in vehicle-mounted articulating or extensible boom type elevating and rotating aerial devices (i.e., JLGs) shall be in accordance with the following:
     1. Workers shall stand on the basket floor, and shall not sit or climb on the edge or handrail. Workers also shall not use planks, ladders, or other devices for a work position.
     2. Tying-off to an adjacent pole, structure, or equipment while working in an aerial lift is prohibited.
  5. Fall protection for employees on self-propelled elevating work platforms (scissor lifts) shall be in accordance with the following:
     1. A full body harness and lanyard shall be worn and attached to the manufactured attachment point. Safety may approve not tying off in scissor lifts for specific locations and purposes.
     2. Self-propelled elevating work platforms (scissor lifts) shall be provided with standard guardrail or the equivalent.
     3. Personnel shall maintain a firm footing on the platform while working thereon and be secured by a **safety harness and lanyard affixed to manufacturer-approved attachment points.**
  6. Boom and basket load limits posted on the unit shall not be exceeded.
  7. Operator shall ensure that the backup alarm is operable, and a spotter should be used whenever backing up.
  8. Elevating work platforms or aerial lifts shall not be used to hoist materials that would otherwise require special lifting equipment such as chain-falls, forklifts, cranes, etc. Only material that can be readily handled by the employee using the work platform shall be lifted or moved using the platform. Additionally, only those materials that will be readily utilized (i.e., within two hours) shall be taken on a platform at one time.
  9. No modifications shall be done to aerial lifts without manufacturer’s approval and fallowing the requirements of AISH 27.
  10. Aerial lift trucks shall not be moved when the boom is elevated in a working position with personnel in the basket. The only exception is equipment specifically designed for this type of operation.
  11. Articulating boom and extensible boom platforms shall have both upper and lower controls. Lower controls shall be capable of overriding upper controls. All controls shall be plainly marked as to their function.
  12. The brakes shall be set and outriggers shall be fully extended and positioned on pads or a solid surface. Wheel chokes shall be used when working on inclines.
  13. Operators shall ensure that the area surrounding the work platform is clear of personnel and equipment before lowering the platform.
  14. The user shall inspect aerial lifts and elevating work platforms (based on the manufacturer’s manual) prior to use. Defective equipment shall be reported to the supervisor/manager, tagged out of service, and not used until repaired.
  15. Aerial lifts shall be inspected daily. Limit switches shall be checked weekly.
  16. Applicable safety check forms (see AISH 19) shall be completed during daily inspections. Inspections cover, but are not limited to, the following:
      1. Steps and step fastenings
      2. Rails, including their supports and fastenings
      3. Roller and Slides
      4. Belts and belt tension
      5. Manholds and fastenings
      6. Floor landings
      7. Guardrail
      8. Lubrication
      9. Limit switches
      10. Backup Alarm
      11. Warning signs and lights
      12. Illumination
      13. Drive pulleys and supports
      14. Brakes
      15. Electrical switches
  17. Manufacturer’s maintenance and operators manuals shall be provided with each work platform.
  18. All overhead electrical hazards shall be identified prior to working in an elevated aerial lift or work platform.
      1. Refer to AISH 37 and complete AISH 37-A Overhead Hazard Checklist prior to performing work within 20 ft of overhead power lines.

# 5.0 Procedure

Not Applicable.

# 6.0 Records

|  |  |  |
| --- | --- | --- |
| Document | Record Submittal Responsibility | Record Retention Responsibility |
| Safety Check or Inspection Forms (as Applicable) | Contractor | Apollo |

**7.0 References**

Not Applicable

# 8.0 Attachments

20-A Aerial Lift Inspection

**APOLLO AERIAL/SCISSOR LIFT INSPECTION**

## PROJECT:

**INSPECTOR:\_ SUPERVISOR:**

**MAKE:**

**MODEL:**

**EQUIPT. #**

**MAX Capacity:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Mon** | | **Tues** | | **Wed** | | **Thurs** | | **Fri** | | **Sat** | | **Sun** | |
|  | **YES** | **NO** | **YES** | **NO** | **YES** | **NO** | **YES** | **NO** | **YES** | **NO** | **YES** | **NO** | **YES** | **NO** |
| **Lift capacity displayed?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Load chart displayed and legible?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Warning and control stickers legible?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fire extinguisher provided and Checked?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Are all posted warnings legible?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Equipment free from leaks?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Guardrails in good condition?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Warning light work?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Alarms work if required?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Harness attachment point in good condition** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Out riggers in good condition?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Exposed parts guarded?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Controls working properly?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Operations/maintenance manuals available?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Is manlift mechanically sound?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Is manlift safe to operate?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Note: If items do not apply place a N/A in check box. Notify your supervisor immediately if you identify any problems.**

## Comments: