

UC Merced

Aerial Lift and Elevating Work Platform Safety Program



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1.0 PURPOSE

This program guides all aspects of the Aerial Lift/Elevating Work Platform Safety Program for the University of California at Merced. As mandated by Cal/OSHA and other regulatory compliance codes, this program requires departments that own and/or operate [Aerial Lifts/Elevating Work Platforms \(AL/EWP\)](#) to [train and license personnel](#) who operate their equipment, conduct [pre-operation safety inspections](#) and preventive maintenance of the equipment, and adhere to specific [safe-work practices](#) whenever using these types of powered industrial equipment.

2.0 APPLICABILITY/SCOPE

This program applies to all University of California at Merced Faculty, Staff and Students who are required or request to operate Aerial Lift/Elevating Work Platform (AL/EWP), or who must oversee persons operating AL/EWP, for any portion or aspect of their research, instruction and/or work.

3.0 ROLES/RESPONSIBILITIES

3.1 UCM Staff, Faculty and Students

All UC Merced Faculty, Staff and Students who are required or requested to operate AL/EWP, or who must oversee persons operating AL/EWP, must know about the requirements of this program. All operators are required to be trained in the safe operation of AL/EWP resulting in 3-year licensure to operate specific types of AL/EWP equipment.

3.2 Departments that own/use AL/EWP

Departments that own, operate, or allow the operation of AL/EWP at their facilities assure that all UC Merced Faculty, Staff, or Student operators in their Department have current AL/EWP licensure issued by the Office of Environmental Health & Safety (EH&S). They also must designate DSC or another Responsible Person to oversee program implementation with the Department.

3.3 Department Safety Coordinators and/or “Responsible Person”

The person assures that all aspects of this program are implemented in their Department including current operator licensure from EH&S, scheduling training/retraining as needed, and maintain program training and inspection records.

3.4 AL/EWP Equipment Operators

All Aerial Lift or Elevating Work Platform operators must obtain an [Operator’s License](#) from EH&S prior to operating AL/EWP equipment. This license is obtained by successfully completing a two-part “AL/EWP Safety Training” conducted by EH&S. This includes classroom/online training plus hands-on training followed by documented quiz/testing.

3.5 Contractors/Vendors using AL/EWP on UCM Property

Contractor or Vendor employees that have been trained under their company’s Aerial Lift/Elevating Work Platform Safety program, and have a UC Merced Department’s permission, may operate AL/EWP equipment owned/leased/rented by their employer on UC Merced premises. Contractors who use AL/EWP equipment that is owned and/or rented/leased by a UC Merced Department must

demonstrate to the Department's DSC or Responsible Person their current licensure for operation of the specific type of AL/EWP before they are allowed to operate the UC Merced owned/leased/rented equipment. Whether the operator is a vendor or contractor, they may be required to show verification that they have been trained and licensed on the specific AL/EWP equipment being operated by any UC Merced Department representative. If contractor/vendor employees are found to be unlicensed, all work must stop immediately until properly licensed personnel are present to operate the AL/EWP equipment.

3.6 EH&S – (Aerial Lift/Elevating Work Platform Safety Program Manager)

Fleet manages this program in conjunction with EH&S for UCM through the direction of the "Aerial Lift/Elevating Work Platform Safety Program Manager." This person is responsible for all aspects of managing and implementing this program including:

- Assures this program is revised periodically to maintain compliance with codes and regulations as they change, and update as need may dictate.
- Communicates program changes, objectives and requirements to all departments impacted by this program.
- Develops and updates training content as needed.
- Manages program databases and records of Operator Licensure.
- Conducts 'hands-on' field training and assessment of Operator trainees.
- Works with client departments to develop training for unique and "department-specific" Aerial Lift or Elevating Work Platform needs.
- Works with client departments to find safe locations to conduct 'hands-on' field training.
- Conducts periodic program audits at client departments to assure the program is being properly implemented and followed.
- Conducts periodic "customer service" inquiries to learn how the program can be modified to better meet client department need.
- Modifies program content and procedures as needed to improve program effectiveness and ease of implementation and tracking.

4.0 DEFINITIONS

Aerial Device: Any vehicle mounted or a self-propelled device that is telescoping extensible, articulating, or both, and is primarily designed to position personnel.

AL/EWP: Acronym for "Aerial Lift/Elevating Work Platform"

Boom: An elevating member, the lower end of which is so attached to a rotating or non-rotating base that permits elevation of the free end in the vertical plane.

Counter Weight: The rear section or area of the lift which is usually made of solid steel, and/or combination of steel and the weight of the battery on electric lifts, that counter balances the boom leverage and basket load.

Data Plate: Manufacturer's equipment specification and information data, which includes basket load rating/lift capacity, lift heights, vehicle weight, and vehicle attachments. This plate is required

to be affixed to all Aerial Lift Equipment by regulatory code. This is the vehicle operator's primary source of basic information about their vehicle for safe-work and use planning.

Emergency Lowering Means: Any elevating work platform equipped with a powered elevating assembly, and having a platform height exceeding 60 inches, must be supplied with safe means of lowering the basket or platform during an emergency or malfunction.

Fall Protection: An approved full-body safety harness with lanyard is to be worn at all times and attached to a secure anchor point when drivers or personnel are using a boom-type lift or vehicle mounted lift. Fall protection must also be worn when using scissor lifts on uneven surfaces or near locations with tip-over hazards.

Guard Rails: Railing around the perimeter of the work platform. This railing consists of a top rail between 39" – 45" with a mid-rail. Units with the top rail less than 39" must have fall protection in use to operate.

Lower Controls: Operating controls located on the base of the unit which can be switched to override the basket or platform control during an emergency.

Mast: Part of the lifting mechanism to which the hydraulic lift cylinder or worm drive is attached that supports the basket as it is lifted up and down.

Out Riggers: Extendable legs that are either manually set in place or, in some cases, hydraulically extended to give added stability to the unit base.

Platform: Any personnel carrying device (bucket, basket, cage, stand, tub, or equivalent) which is a component of an aerial device.

Upper Controls: Operating controls located on the basket or work platform of the unit. These controls can only be overridden with the operator's permission or in case of an emergency.

5.0 TYPES OF AERIAL LIFT/ELEVATED WORK PLATFORMS

5.1 Extensible Boom Platform

An aerial device (except ladders) with an extensible boom. Telescopic booms with personnel platform attachments are considered to be extensible boom platforms.

Fall Protection is required when operating this equipment.



5.2 Scissor Lift

A device designed to elevate a platform in a substantially vertical axis. This device can be driven by an operator inside the work platform and is generally designed to carry more than one person.

Fall Protection is not required when operating this Lift but is highly recommended.



6.0 PROGRAM REQUIREMENTS/OPERATOR PROCEDURES

6.1 Administrative Requirements

Department Management is responsible for purchasing/owning or selecting/leasing the AL/EWP equipment and must designate the person(s) responsible for implementing the following program requirements:

6.1.1 Identify/Evaluate AL/EWP Equipment Requirements and Site Hazards

Based upon the Operator's AL/EWP use, and the ["Site Evaluation Checklist"](#) for each type of AL/EWP equipment, the Department determines hazards throughout the Department encountered during AL/EWP use, and procures and outfits AL/EWP that will safely operate in the Department's work environment with the anticipated maximum reach and work platform capacity required. Unusual or potential hazardous locations or operations in a Department's work environment are marked with appropriate warnings via signage and paint striping, or reduced through Operator training and appropriate equipment selection/maintenance.

6.1.2 Inventory Department AL/EWP Equipment

The department conducts and maintains an inventory list of AL/EWP Equipment owned/used by the Department. This list is used to identify training needs, equipment maintenance requirements, and to identify and limit equipment to safe use for department business activities. This list is updated periodically as the Department procures or retires equipment and is referenced to determine what equipment requires Operator's Licensure for use. Refer to [Attachment 1](#) for a template that may be used to develop your department's AL/EWP ["Lift Equipment Inventory"](#).

6.1.3 Identify Department Personnel Requiring AL/EWP Equipment Training

The department identifies specific Department Personnel and others who are allowed to operate the Department's AL/EWP. This list is used to identify training needs and to identify and limit equipment to safe use for department business activities. This list is updated periodically as the Department manages compliance with this program, when lifting needs and/or equipment changes, and when personnel are enrolled in or leave this program. Refer to [Attachment 2](#) for a template that may be used to develop your department's AL/EWP Equipment ["Licensed Operator List,"](#) or enroll personnel in the [University's Learning Management System \(LMS\)](#) for the AL/EWP Safety Program online.

6.1.4 Assure Training/Qualification/Retraining of Department Personnel

Cal/OSHA requires that all AL/EWP equipment operators are enrolled in and receive initial training, and retraining at minimum every three years. See the [training section](#) of this program for details on training requirements and activities.

6.2 Operator Training/Licensing Procedures

Each operator must successfully complete Operator Safety Training prior to operating AL/EWP equipment on UCM property. Operators may only use the AL/EWP equipment type they have been trained and licensed to operate, or when under the direct supervision of persons who have the knowledge training and experience to train operators and evaluate their competence “in the field.” Training is conducted in a location where such AL/EWP equipment operation does not endanger property, the trainee, or others. Departments must arrange for their personnel to be licensed by EH&S to operate AL/EWP equipment.

Each supervisor or “responsible party will ensure that each AL/EWP operator is competent to operate AL/EWP equipment safely and in compliance with Cal/OSHA requirements, as demonstrated by the successful completion of the training and evaluation specified below. Training consists of a combination of written, classroom, followed by hands-on “field” training and documented testing that’s specific to the AL/EWP equipment. Please contact EH&S at (209)642-3073 to arrange training for Department personnel.

6.2.1 Written/Classroom Training

Written/classroom training includes familiarization with equipment types and components, hazard assessments and mitigation, equipment inspection requirements, and other requirements of this program. Upon successful completion of classroom training, the trainee then takes hands-on training in the field. EH&S and FM tracks owner Department training records.

Classroom training is verified through a written final exam that demonstrates the trainee’s understanding of basic AL/EWP operation and safety. Completion of this classroom training exam with a passing grade of 70% or more is required before the scheduling of hands-on/field training. Records of completed exams are kept by the LMS, and also optionally by the Department in the trainee’s personnel file.

6.2.2 Hands-On/Field Training/Testing

The “Hands-On” training and testing is conducted using a representative piece of AL/EWP equipment under the direct supervision of the EH&S Trainer and/or AL/EWP Safety Program manager who has the knowledge, training and experience to train AL/EWP operators and evaluate their competence. Field training using AL/EWP equipment includes demonstrations performed by the trainer, practical exercises performed by the trainee and observed by the trainer, as well as evaluation of the trainee’s successful performance on a standard ‘skills assessment’ course that is documented for recordkeeping purposes on the LMS by EH&S.

6.2.3 Operator Licensing

When the trainee successfully completes both written and hands-on testing, UC Merced EH&S certifies and then “licenses” that the Operator has been trained and evaluated as required by this program and Cal/OSHA. The license includes the name of the operator, the licensure/training date, the name of the person(s) performing the training or evaluation, and the types (equipment models) of AL/EWP the operator is/are licensed to operate.

An Operator's License is issued by the training company. It is usually a credit-card sized and must be carried by the Operator whenever they are operating an AL/EWP on UC Merced property. This is a one-time training with no expiration date. However, retraining may be required if equipment, job tasks or environmental conditions change significantly from those when original training took place. The Operator is responsible for identifying situations where additional/re-training/licensure may be needed and alerting their [Department's DSC/Responsible Person](#).

6.2.4 Refresher Training

Cal/OSHA requires refresher training to ensure the Operator has the knowledge and skills needed to operate AL/EWP equipment safely when:

- The Operator has been observed to operate the AL/EWP in an unsafe manner.
- The Operator has been involved in an accident or near-miss incident.
- The Operator has received an evaluation that reveals that the Operator is not operating the AL/EWP safely.
- The Operator is assigned to a different type of AL/EWP that they haven't been trained on.
- A condition in the workplace changes in a manner that could affect safe operation of the AL/EWP.

Training content is determined by the AL/EWP Safety Program Manager/Trainer based upon observed hazards, type of equipment, Department need, and work requirements. If an Operator has previously received training in a topic specified in this program, and such training is appropriate to a new AL/EWP and/or working conditions, additional training in that topic is not required if the Operator has been evaluated and found competent to operate the new AL/EWP, or in the new working conditions, safely.

7.0 OPERATOR SAFE-WORK PROCEDURES

7.1 AL/EWP Selection and Site Hazard Evaluation

Prior to conducting work with an AL/EWP, an Operator conducts a "Site Evaluation" and a "Lift Selection Assessment." This assessment is conducted as environmental hazards and job requirements dictate, but is formally completed by every Operator at the beginning of working in a new or unfamiliar location, or when new or unfamiliar hazards are identified. This assessment ensures that the proper AL/EWP equipment is selected for the work, and that all hazards in the work area are identified and mitigated prior to commencing work. On the reverse side of each lift ["Pre-operation Inspection Form"](#) ([Attachments 4 – 5](#)) is a written checklist for "Site Evaluation" that may be used to document the Operator's assessment of their work environment. This site evaluation checklist may also be used to assess the Department's general work environment to determine appropriate equipment procurement needs.

7.2 Pre-Operation Inspection and Use of Fall Protection

At the beginning of each work shift, or prior to using AL/EWP equipment for a new work assignment, the Operator conducts a documented “Pre-Operational Inspection” of the equipment. This inspection is specific to the type of lift equipment. Results of this inspection are documented on inspection checklists.

Some types of AL/EWP equipment require that fall protection must be worn and properly attached to the equipment by the Operator of the equipment. The use of Fall Protection equipment is regulated by Cal/OSHA and outlined on the EH&S website’s [“UCM Fall Protection Program.”](#) The use of fall protection gear is always recommended by EH&S, but the requirement or option to wear fall protection is outlined on the Pre-Operation Inspection Checklists listed below based upon equipment type.

Refer to the following program attachments for Pre-Operation Inspection Checklists and Site Evaluation Forms to determine need for fall protection, document inspections and conduct Hazard Evaluation/Equipment Selection for work sites.

- [Elevating Work Platform Site Hazard Assessment – Attachment 3](#)
- [Extensible Boom Platform – Attachment 4](#)
- [Scissor Platform Lift – Attachment 5](#)

7.3 “Equipment Tag Out” for Repair

No AL/EWP equipment is to be used until any deficiency(s) discovered during Pre-Operation Inspection are corrected. If a hazardous deficiency is discovered during a Pre-Operation Inspection, the Operator alerts their Supervisor of the condition, and “Tags Out” the equipment from being used by controlling all keys for the vehicle, and placing a “Warning Tag” in the area near the controls with the following information:

- Person’s name that has “Tagged Out” the vehicle and has the keys in their possession as well as their contact information.
- Date vehicle was “Tagged Out.”
- Reason(s) for “Tagging Out” the vehicle including all noted deficiencies. (A photocopy of the completed inspection form may be taped to the basket or steering wheel on a vehicle-mounted lift for this purpose.)
- Name and contact information for the Department’s responsible person for implementation of this program.

No repairs are made on any AL/EWP until the equipment and its components are blocked, tagged, locked out or otherwise made safe for repair work to commence according to application of the [UC Merced Energy Isolation Program \(Lockout/Tagout\)](#).

8.0 OPERATING PROCEDURES/HAZARD IDENTIFICATION AND CONTROLS

Prior to operation at the beginning of each work-shift, Operators must review and assess the following equipment/work area conditions:

1. Review work area for hazards and remove/control them prior to operation.
2. Always conduct an environmental hazard assessment prior to selecting/using AL/EWP equipment.
3. Only use AL/EWP equipment designed to safely work in the work-area conditions observed.
4. Review operating instructions, warnings, and precautions for the types of AL/EWP being operated.
5. Prior to operation at the beginning of the work-shift, inspect and document the equipment's proper function of controls and instrumentation. Do they operate correctly?
6. Inspect engine or motor operation.
7. Inspect steering and maneuvering.
8. Familiarize yourself with visibility.
9. Inspect basket or platform capacity and equipment stability.
10. Complete and document the inspection process using the appropriate inspection form (in "Attachments")
11. Check fuel and/or charging of batteries and refuel/recharge as needed.
12. Review and understand equipment operating limitations.
13. Review other operating instructions, warnings, or precautions listed in the operator's manual for the types of AL/EWP that you will operate.
14. Alert all persons in the work area of intended work activities and hazards.
15. Always face the direction of travel.
16. Don't travel horizontally with the platform elevated or extended.
17. Don't exceed the basket or platform capacity.
18. Position equipment on a firm level surface and minimize blocks or ramps for leveling the AL/EWP equipment.
19. Always set outriggers prior to use if the AL/EWP is equipped with them.
20. Wear proper safety harnesses and only tie-off to the work platform's fall protection tie-off point (Refer to "Types of Lifts" and the Inspection Forms in the "Attachments" to determine if safety harnesses are required to be worn.)
21. "Barrier off" the lift swing work-area below the AL/EWP equipment's work zone.
22. Don't climb on guardrails, climb on ladders or stand on other items when working on the platform.
23. Practice good housekeeping when working in and around the platform.
24. Never drop or throw objects to or from the work platform.

25. Always look below platform and confirm it's safe to lower the equipment before lowering the equipment.
26. Never lean the platform on or against structures.
27. Never use the boom to push against something or try and pull the AL/EWP equipment along in a horizontal direction.

9.0 TRAINING REQUIREMENTS

9.1 All UCM Staff, Faculty and Students

Are trained on the basic requirements of this program with the primary knowledge that they must be trained and licensed to operate an Aerial Lift or Elevating Work Platform prior to doing so on UCM property.

9.2 Departments that own Aerial Lifts or Elevating Work Platforms

Are familiar with the Administrative and Personnel Training Procedures of this program and implement/integrate them into their research/work/business practices.

9.3 Department Safety Coordinators and/or "Responsible Person"

Receive detailed training and support from the Aerial Lift/Elevating Work Platform Program Manager at EH&S concerning their roles/responsibilities in implementing/integrating this program into their Department's research/work/business practices.

9.4 Aerial Lift/Elevating Work Platform Operators

Must enroll with EH&S and successfully complete the classroom training with quiz, as well as Hands-On "Field" Training for each model of Aerial Lift or Elevating Work Platform they will be "Licensed" to use.

9.5 Contractors using Aerial Lift/Elevating Work Platforms on UCM property

Must be aware that they must provide proof of Aerial Lift or Elevating Work Platform training on the type of lift they are about to use issued by their employer; have UC Merced department permission to operate powered industrial trucks on the UC Merced premises, and must carry on their person, and produce upon request, verification in the form of certificate, license or other document from their employer certifying that they have been trained in the safe use of Aerial Lifts or Elevating Work Platforms.

9.6 EH&S – (Aerial Lift/Elevating Work Platform Safety Program Manager)

- Is trained on all aspects of this program's management and requirements.
- Is trained on, familiar with, all Cal/OSHA codes relevant to this program (see references below)
- Is aware of, and familiar with, all Fed/OSHA training and support materials relevant to this program.

9.7 EH&S Trainer/Program Manager

- Is trained on all aspects of this program’s management and requirements.
- Is trained on, familiar with, all Cal/OSHA codes relevant to this program.
- Is trained on, and certified by, a Cal/OSHA “Train-the-Trainer’ Program to conduct Aerial Lift/Elevating Work Platform training.
- Is aware of, and familiar with, all Fed/OSHA training and support materials relevant to this program.

10.0 RECORDKEEPING REQUIREMENTS

10.1 Departments that own/use Aerial Lifts or Elevating Work Platforms

All departments that have trained Aerial Lift or Elevating Work Platform operators should keep a current copy of licensure on file (up to three years). See [Attachment 2](#) to access a template that can be used to record licensed ALEWPEWP operators. Supervisors must make a copy of each employee license and provide to EH&S. Department supervisors are “Responsible Persons” and are responsible to ensure operators have current licensure and operate equipment in a safe manner. Further, Supervisors are responsible that all operators conduct an inspection of the lift equipment prior to use and document the inspections, including both the site and the equipment. See attachments 3-5.

10.2 Aerial Lift/Elevating Work Platform Operators

Operators that use Aerial Lifts or Elevating Work Platforms in other departments than their own should at all times have their “Industrial Equipment License” issued by UCM EH&S in their possession.

10.3 EH&S – (Aerial Lift/Elevating Work Platform Safety Program Manager)

EH&S maintains a training database and licensure filing system of all UC Merced Aerial Lift/Elevating Work Platform operators. These records and all past licensure can be accessed by the department, department safety coordinator, supervisor, Cal/OSHA, or a licensed operator by calling EH&S at (209)642-3073.

11.0 REFERENCES

The following Title 8 Cal/OSHA codes dictate the requirements of this program:

§1670. Personal Fall Arrest/Restraint Systems	http://www.dir.ca.gov/Title8/1670.html
§3637. Definitions	http://www.dir.ca.gov/Title8/3637.html
§3638. Equipment Instructions and Marking	http://www.dir.ca.gov/Title8/3638.html
§3639. Factors of Safety in Design of Work Platform Assembly	http://www.dir.ca.gov/Title8/3639.html
§3640. Maintenance and Repairs	http://www.dir.ca.gov/Title8/3640.html
§3642. Platform Equipment	http://www.dir.ca.gov/Title8/3642.html
§3645. Stability on Inclined Surfaces	http://www.dir.ca.gov/Title8/3645.html
§3646. Operating Instructions (Elevating Work Platforms)	http://www.dir.ca.gov/Title8/3646.html
§3647. Pin-On Platforms	http://www.dir.ca.gov/Title8/3647.html
§3648. Operating Instructions (Aerial Devices)	http://www.dir.ca.gov/Title8/3648.html
Fall Protection Equipment Fact Sheet	https://www.osha.gov/stopfalls/factsheet.html

12.0 ISSUED BY AND NEXT REVIEW DATE

Issued by: Mal Donohue 7/2021
Next Review Date: 07/2024

13.0 ATTACHMENTS

- Attachment 1. [Template – Equipment Inventory List](#)
- Attachment 2. [Template – Licensed Operators List](#)
- Attachment 3. [Elevating Work Platform Site Hazard Assessment](#)
- Attachment 4. [Extensible Boom Platform Pre-Operation Inspection Form](#)
- Attachment 5. [Scissor Lift Pre-Operation Inspection Form](#)
- Attachment 6. [Training Attendance Record](#)

Aerial Lift Site/Operation Hazard Assessment for _____ **Department**
Location(s): _____
Type of Work to be conducted: _____

Instructions: An Operator must conduct a Site Hazard Assessment for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used, the site must be reassessed and documented on this form.

Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

Operator/Evaluator: _____ Date evaluated: ___/___/___

Operator/Evaluator: _____

Lift MFG: _____ Model: _____ Serial Number: _____

Date: _____ Start Time: _____ AM / PM (circle one)



WEAR FALL PROTECTION WHEN USING THIS LIFT

Instructions: Operator must check off each item as having been checked “OK” and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location

	Pass	Fail	N/A
KEY OFF Procedures			
Check that the operator’s manual, decals are in place and legible, and the operator has reviewed the manual and is aware of its limitations			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check drive hubs, engine for oil leaks			
Check platform entry mid-rail/gate, and platform or basket housekeeping			
Examine the battery & fire extinguisher			
Check fuel level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and ensure that all fall protection is being worn and attached properly			
Tires/Rollers/Monitor tire air pressure if pneumatic (Front Right _____psi, Front Left _____psi, Right Rear _____psi, Left Rear _____psi)			
	Pass	Fail	N/A
KEY ON Procedures			
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Steering and drive system			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Check outriggers for proper operation if equipped			
Starting Hour Meter Reading: _____ Hours	Operator’s Name: (Printed / Signature) _____ / _____		Operator’s Employee ID: _____

Training Attendance Record

Topic of Training Session: _____

Instructor(s):	Location:	Date:	Time:
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We are legally required to maintain records regarding our safety training activities. Please assist us by providing the information indicated below to document your attendance. Thank you.

Name <i>(Please Print)</i>	Department	Title	Supervisor	Signature
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