

VEHICLE MOUNTED WORK PLATFORMS (Aerial Lift Operations)

1.0 PURPOSE

To establish a uniform policy for selecting and training Powered Platform Operators for City of Wilson employees and contractors and will ensure that all operators are trained in the proper use and in the safe operations of vehicle mounted work platforms. This policy meets all the requirements set forth by OSHA Standards 29 CFR 1910.67.

2.0 SCOPE

This policy will apply to all employees and contractors who are required by their jobs to operate work platforms.

3.0 DEFINITIONS

- 3.1 **"AERIAL DEVICE"** means any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel.
- 3.2 **"AERIAL LADDER"** means an aerial device consisting of a single or multiple section extensible ladder.
- 3.3 **"ARTICULATING BOOM PLATFORM"** means an aerial device with two or more hinged boom sections.
- 3.4 **"EXTENSIBLE BOOM PLATFORM"** means an aerial device (except ladders) with a telescopic or extensible boom. Telescopic derricks with personnel platform attachments shall be considered to be extensible boom platforms when used with a personnel platform.
- 3.5 **"INSULATED AERIAL DEVICE"** means an aerial device designed to work on energized lines and apparatus.
- 3.6 **"MOBILE UNIT"** means a combination of an aerial device, its vehicle, and related equipment.
- 3.7 **"PLATFORM"** means any personnel-carrying device (basket or bucket) which is a component of an aerial device.
- 3.8 **"VEHICLE"** means any carrier that is not manually propelled.
- 3.9 **"VERTICAL TOWER"** means an aerial device designed to elevate a platform in a substantially vertical axis.

4.0 **POLICY**

4.1 Safety is very important in the operation of vehicle mounted platforms. It is management's responsibility to provide the best equipment possible. It is everyone's responsibility to use this equipment as safely as possible.

4.2 **Safety Inspections**

4.2.1 Inspections should be done to each aerial lift before use, even if someone else has already used it.

4.2.2 Any and all problems should be reported to one's supervisor immediately who will schedule to have the aerial lift repaired by qualified individuals.

4.2.3 All areas of operation should be checked daily for any hazards.

4.3 **Accident Reporting**

All accidents involving employees and/or equipment no matter how small the reported damage, should be reported immediately to a supervisor.

4.4 **Vehicle-mounted Work Platform Use**

4.4.1 All operators must attend a safety class as prescribed in Section V.

4.4.2 Only qualified employees will be allowed to operate aerial lifts.

4.4.3 All operators must become familiar with the local facility regulations and safety features of the equipment.

5.0 **Procedures**

The below procedures will be used before using any aerial lift at the beginning of any work operation. Please ensure that all operators use this list before operating the equipment.

5.1 Only those persons who have been trained in the proper use and have valid training documents will be allowed to operate an aerial lift.

5.2 All operators should read and understand the operator's manual (if available).

5.3 Any operator should check the aerial lift before use regardless of whether someone else has been using it.

5.4 Lift controls shall be tested prior to use to determine such controls are in safe working condition.

5.5 Unauthorized passengers shall not be permitted to ride on aerial lift. The manufacturers weight limit will be adhered to at all times.

5.6 No one shall be allowed to stand or walk under elevated platforms. Possible injury could result from tools or equipment falling off elevated platform.

- 5.7 If at any time, an aerial lift is found to be out of repair, defective, or in any way unsafe, the matter shall be reported immediately to the supervisor.
- 5.8 Operators shall never put their arms or legs between the cross members of an extended aerial lift.
- 5.9 Articulating boom and extensible boom platform, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.
- 5.10 Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
- 5.11 Operators shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
- 5.12 A body harness shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- 5.13 The brakes shall be set and outriggers shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift.
- 5.14 An aerial lift truck may not be moved when the boom is elevated in a working position with personnel in the basket, except for equipment that is specifically designed for this type of operation.
- 5.15 The insulation portion of an aerial lift shall not be altered in any manner that might reduce its insulation value.
- 5.16 Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position.

6.0. OPERATOR TRAINING

Work platform (aerial lift) operators will follow all general safety rules and any specific safety rules set forth within their respective work area. Training will be performed by either a City employee trained in instruction of aerial lifts or contracted out to a reputable vendor or organization. If proper training cannot be made available, notify the City Safety & Risk Manager for assistance.

- 6.1 The training program will include as a minimum:

6.1.1 Operator Requirements

6.1.1.1 Must be trained in work platforms.

6.1.1.2 Have documentation showing training.

6.1.1.3 Operators will be instructed and evaluated within 6 months of employment and every two (2) years subsequent.

6.1.2 Operator Training

6.1.2.1 Acquaint operator with work platform.

6.1.2.2 Teach operator fundamental rules of operation.

6.1.2.3 Continued emphasis on safe operations. A visual safety inspection will be completed before operating a work platform.

6.1.3 General Safety Rules

Industrial work platform operation (section 5.0 of policy)

6.1.4 Maintenance

Only trained and authorized personnel to make repairs.

6.1.5 Personal Protective Equipment

Protective equipment to be worn as required.