

Aerial Work Platforms	S.O.P. 4A		Page 1 of 6
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STANDARD OPERATING PROCEDURE	Approved by:		

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I. SCOPE AND PURPOSE

- A. The purpose of this Aerial Work Platform S.O.P. is to provide procedures for their safe operation.
- B. Procedures include training and certification of operators, general and specific use requirements, rules, inspection and maintenance.

II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 3O, Fall Hazard Management
- B. Fall Protection Field Training Module
- C. Aerial Work Platform Operator Training Module
- D. ANSI/SIA A92.6-1990

III. PERSONNEL RESPONSIBILITY

- A. Supervisor Responsibilities
 - 1. Designate operators. No employee shall be allowed to operate an aerial lift without proper training, documentation of training and authorization.
 - 2. Ensure that all operators have been properly trained in the following:
 - a. All company policies and procedures.
 - b. All client requirements.
 - c. All applicable manufacturer instructions for use and maintenance.
 - d. All applicable federal, state and local guidelines.
 - 3. Consider the following when selecting an aerial platform:
 - a. Hazardous vs. non-hazardous locations.
 - b. Available working space (maneuverability).
 - c. Boom length needed to reach work area.
 - 4. Maintain the following documents onsite:
 - a. Operator Training

- b. Inspection Reports
- c. Repairs made to Aerial Platform(s).
- 5. Remove Aerial Platform from service that is found to be in need of repair, defective, or in any way unsafe. Remove keys and secure a red “**STOP DO NOT USE**” tag to the control panel.
- 6. Only use parts equivalent to original design when making replacements.
- B. Operator Responsibilities
 - 1. Following good safety practices is the responsibility of the operator. The operator’s safety as well as the safety of other personnel in the lift and the surrounding work area is dependent on the decision the operator makes.
 - 2. Operators shall comply with the company’s policies and procedures.
 - 3. The operator’s I.D. card shall be in the operator’s possession at all times when operating an aerial platform.
 - 4. The operator shall ensure the operating and maintenance manuals are stored in a weather resistant storage compartment on the aerial lift.

IV DEFINITIONS

- A. **Aerial lifts** (Also referred to as Aerial platforms) - a mobile device that has an adjustable position platform, supported from ground level by a structure. Include the following types of vehicle-mounted aerial devices used to elevate personnel to job-sites above the ground.
 - 1. Extensible boom platforms
 - 2. Aerial ladders
 - 3. Articulating boom platforms
 - 4. Vertical towers
- B. **User** - A person or entity who has care, control and custody of the aerial platform. This person or entity may also be a dealer, owner, lessor, lessee, or operator.
- C. **Operator** - A qualified person who controls the movement of an aerial platform.
- D. **Qualified person** - A person who by reason of knowledge, experience or training, is familiar with the operation to be performed and the hazards involved.
- E. **Modification** - To make changes to an aerial platform, which affects the operation, stability, safety factor, rated load, or safety of the aerial platform in any way.
- F. **Override** - To take over aerial platform movement control functions at the upper control station by those at the lower control station.

V. OPERATOR TRAINING AND RE-TRAINING

- A. General
 - 1. A qualified person(s) who is authorized by the safety department to train shall conduct training. Authorized persons may include, a Safety Representative, a Site Superintendent, or a Supplier Representative.
 - 2. Training shall consist of “classroom” instruction and skill tests, i.e., actual operation of the aerial lift.

3. Operators shall be trained on the same model of aerial lift or one having operating characteristics consistent with the one to be used during actual work site operation.
 4. The trainee shall operate the aerial lift for a sufficient period of time to demonstrate proficiency and knowledge in the actual operation of the aerial lift. Care shall be taken to ensure the area of such operation has a minimum of obstacles and is conducive to training. Only properly trained and authorized personnel shall be permitted to operate the aerial lift.
- B. Authorization to Operate Aerial Platform During Skill Tests
1. Before allowing an employee to operate an aerial platform for skill test purposes, he must be authorized to do so. Criteria to be met for authorization, include:
 - a. Have been instructed by a qualified person on the intended purpose and function of each of the controls.
 - b. Demonstrate an understanding of the manufacturer's operation instructions and user's safety rules, by passing a written exam.
 - c. Demonstrate an understanding of the meaning of all decals, warnings, and instructions displayed on the aerial lift.
- C. Training
1. Training shall, at a minimum, include the following:
 - a. "Classroom" Training
 1. The purpose and use of manuals.
 2. How to perform a pre-start inspection.
 3. The responsibilities associated with problems or malfunctions affecting the operation of the aerial platform.
 4. The factors that affect the stability of the aerial platform.
 5. The purpose of placards and decals.
 6. How to perform a workplace inspection.
 7. Safety rules and regulations.
 - b. Authorization to operate.
 - c. Review of operator warnings and instruction.
 - d. Actual operation of the aerial lift, under the direction of a qualified person, the trainee shall operate the lift for a sufficient period of time to demonstrate proficiency in the actual operation of the aerial platform.
- D. Training Documentation
1. Proof of training shall be provided by the training entity (the "company", rental company, or any other third party that provides training).
 2. Records shall contain the following information
 - a. Name of the entity providing training or retraining.
 - b. Name of trainer(s)
 - c. Clear identification that training covered Self-Propelled Elevating Work Platforms.
 - d. Date of training.
 3. Documentation shall consist of:

- a. Operator performance test.
 - b. Written test
 - c. Issuance of operator's ID card is mandatory.
 - d. Operator's ID card will be filled out and carried at all times when operating an aerial platform.
4. A copy of operator records including name and social security number shall be sent to the Safety Department for data entry into safety training tracking system
- E. Re-Training
1. Retraining shall be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through training.
 2. Re-training shall be conducted at least annually.

VI. REQUIREMENTS AND RULES

- A. **"Field modifications"** for uses other than intended by the manufacturer are **STRICTLY PROHIBITED**, unless the manufacturer or other equivalent entity, such as ANSI, has agreed to the modification and certified as such, in writing.
- B. A **"qualified person"** must conduct a visual inspection of the aerial lift each day the equipment is used.
- C. **Pre-start Inspection** - Before use each day or at the beginning of each shift, the aerial platform shall be given a visual inspection and functional test including but not limited to the following. Any problems or malfunctions that affect the safety of operation shall be repaired prior to the use of the aerial lift.
1. Operating and emergency controls.
 2. Safety devices.
 3. Personal protective devices, including fall protection.
 4. Air, hydraulic and fuel system(s) leaks.
 5. Cables and wiring harness.
 6. Loose or missing parts.
 7. Tires and wheels.
 8. Placards, warnings, control markings, and operating manual(s).
 9. Out rigging, stabilizers, extendible axles and other structures.
 10. Guardrail systems.
 11. Items specified by the manufacture.
- D. Inspection reports must be filled out during inspection.
- E. The Inspection report shall be given to the operator's supervisor.
- F. **Workplace Inspection** - Before the aerial platform is used and during use, the operator shall check the area in which the aerial platform is to be used for possible hazards such as, but not limited to:
1. Drop-offs or holes
 2. Slopes
 3. Bumps and floor obstructions
 4. Debris

5. Overhead obstructions and electrical hazards
 6. Hazardous locations
 7. Inadequate surface support to withstand all load forces imposed by the aerial platform in all operating configurations.
 8. Wind and weather conditions
 9. Other possible unsafe conditions
- G. **Prior to each elevation** - Before each elevation of the platform, the operator shall ensure:
1. Outriggers, stabilizers, extendible axles, or other stability enhancing means are used as required by the manufacturer.
 2. Guardrails are installed and access gates or openings are closed per manufacturer's instructions.
 3. The load and its distribution on the platform and any platform extensions are in accordance with the manufacturer's rated capacity for that specific configuration.
 4. All personnel on the aerial platform have appropriate safety gear for the work and environment envisioned.
- H. Tests shall be made at beginning of each shift the aerial lift is to be used to determine that the brakes and operating systems are in proper working condition. This is to be done from the lower controls prior to getting in the basket.
- I. No employee shall use any motor vehicle (aerial lift) having an obstructed view to the rear unless, is has a reverse signal alarm that is audible above the surrounding noise level or it is backed up only when an observer signals that it is safe to do so.
- J. Only authorized persons may operate an aerial lift.
- K. Lift controls shall be tested each day prior to use to determine if they are in safe working condition.
- L. Never tie-off to an adjacent pole, structure, or equipment while working from an aerial lift.
- M. Operators shall always stand firmly on the floor of the basket.
- N. Operators shall not sit or climb on the edge of the basket.
- O. Operators shall not use planks, ladders, or other devices to raise work position.
- P. A body harness shall be worn and a lanyard attached to the basket when working from an aerial lift as per S.O.P. 3O, Fall Hazard Management, section (X)(A)(1).
- Q. Never exceed boom and basket load limits specified by the manufacturer.
- R. The breaks shall be set when working height is reached.
- S. When outriggers are used, they shall be positioned on pads or a solid surface.
- T. The aerial lift shall not be operated on grades, side slopes or ramps exceeding those for which the manufacturer rates the lift.
- U. Wheel chocks shall be installed before using an aerial lift on an incline provided they could be safely installed.
- V. Articulating boom and extensible boom platforms, 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.

- W. Controls shall be plainly marked as to their function. If the markings are not easy to read due to over spray from painting operations, have worn off, or been defaced by any other means, they must be replaced.
- X. Lower controls shall not be operated unless permission has been obtained from the employee in the aerial lift, except in case of emergency.
- Y. **Entanglement** - Care shall be taken to prevent rope, electric cords, and hoses, etc., from becoming entangled in the aerial platform.
- Z. The operator shall ensure the area surrounding the lift is clear of personnel and equipment before lowering the platform.
- AA. **Fueling** - The engine (if applicable) shall be shut down while fuel tanks are being filled. Fueling shall be done in a well-ventilated area free of flame, sparks, or other hazards that may cause fire or explosion.
- BB. **Precautions for other moving equipment** - When other moving equipment and vehicles are present, special precautions shall be taken to comply with local ordinances or safety standards established for the workplace. Warnings such as flags, roped off areas, flashing lights, and barricades shall be used as appropriate.
- CC. **Maintaining overhead clearance** - The operator shall ensure adequate clearance is maintained from overhead obstructions and energized electrical conductors and parts.
- DD. **Misuse as a crane** -The aerial platform shall not be used as a crane.
- EE. **Travel Speed** - Under all travel conditions, the operator shall limit travel speed according to conditions of ground surface, congestion visibility, slope, location of personnel, and other factors causing hazards of collision or injury to personnel.
- FF. **Stunt driving** - Stunt driving and horseplay shall not be permitted.
- GG. **Elevated driving requirements** - Before and during driving while the platform is elevated, the operator shall:
 1. Maintain a clear view of the path of travel.
 2. Maintain a safe distance from obstacles, debris, drop-offs, holes, depressions, ramps, and other hazards to ensure safe elevated travel.
 3. Maintain a safe distance from overhead obstacles.
- HH. **Altering safety devices** - Altering or disabling of interlocks or other safety devices shall be prohibited.
- II. When working near energized lines or equipment, aerial lifts shall be grounded or barricaded and considered as energized equipment, or the lift shall be insulated for the work being performed.
- JJ. Equipment or material shall not be passed between a pole or structure and aerial lift while an employee working from the basket is within reaching distance of energized conductors or equipment that are not covered with insulating protective equipment.