

# **Jay Industries, Inc.**

## **Aerial Platforms**

May 16, 2017

## **I. Introduction**

Aerial platform lifts are present throughout all divisions of Jay Industries, Inc. and are used and operated by a number of service, maintenance employees and contractors. Our company recognizes that there are a number of potential hazards associated with the use of these aerial platform lifts. This policy is based on OSHA and ANSI/SIA standards and is designed to ensure that these lifts are operated in a consistent and safe manner through a system of safety checks and accountability.

## **II. Scope**

This policy applies to all company owned, rented and leased equipment designed to elevate personnel on a platform that is propelled by a powered lifting device, with the controls located on the platform itself. Examples of aerial platform lifts include one-man lifts, scissor lifts, boom trucks, cherry pickers, etc.

## **III. Responsibilities**

### **A. Environmental Health & Safety Department**

Policy - To develop an aerial platform lift policy and revise it when necessary.

Training - To provide training for operators and users of aerial platform lifts, and to insure that records are forwarded to HR for proper filing.

Technical Support - To provide technical support to departments and employees when questions or concerns arise with regards to aerial platform lift safety.

### **B. Maintenance Department**

Upon the purchase, rental or lease of an aerial platform lift, the department shall:

1. Ensure that the operating and maintenance manuals have been received, and are placed in the Maintenance Office for reference.
2. Acquire repair and parts manuals within 60 days of acquisition.
3. Provide the manufacturer of the lift with the name and address of the Plant, and with the model and serial number of the lift.
4. Perform an annual inspection on the lift prior to placing the unit in service.
5. Place a copy of the operating and maintenance manuals in a pouch or compartment on the lift.
6. Have all employee operators of the lift review the operating manual, fill out and sign the form titled "Operating Manual Acknowledgment Form" (see Appendix A of this policy) and return it to his/her supervisor for documentation.

### **C. Maintenance, Inspection and Repair**

1. Maintenance: The department responsible for each aerial platform lift shall arrange for maintenance that is appropriate for their lift. The department shall establish a preventive maintenance program based on the manufacturer's recommendations, the environment it is to be used in and the frequency at which it is to be used.
2. Inspection: The department shall ensure that pre-start inspections, frequent inspections and annual inspections are being performed on the lift (see Section V. of this policy).
3. Repair: When safety related issues are discovered, the lift shall be placed out of service until the items have been repaired. All replacement parts or components that are replaced shall be identical to or equivalent to the original parts based on information provided by the manufacturer or supplier.
4. The department shall insure that aerial platform lift maintenance is performed only by personnel who are trained in aerial lift maintenance.

### **D. Training**

1. The department supervisor is responsible for arranging for the training of all authorized users of the lift through the EHS Department. No personnel shall operate or ride on an aerial platform lift if they have not been trained.
2. All operators and users of aerial platform lifts shall complete the aerial lift training, which includes the following:
  - a. Purpose and use of manuals.
  - b. Pre-start inspection process.
  - c. Identification of malfunctions and problems.
  - d. Factors affecting stability.
  - e. Purpose of placards and decals.
  - f. Workplace inspections.
  - g. Safety rules and regulations.
  - h. Authorization to operate
  - i. Operator warnings and instructions
  - j. Demonstrated competency in operation of the aerial platform (Operator Evaluation)
3. Only trained and authorized employees may perform maintenance duties on the lifts

### **E. Responsibilities Involving Contractors**

1. Occasionally Contractors use company-owned, rented and leased aerial platform lifts. Departments working with Contractors must ensure compliance and safety on our property. The following criteria shall be met when contractors borrow lifts:
  - a. Only employees of contractors who are approved to perform work at Jay Industries, Inc., may be permitted to borrow aerial platform lifts.
  - b. Only properly trained personnel of the Contractor may operate or work on the lift.

- c. Jay Industries, Inc. personnel must perform an inspection on the lift upon loan of the lift and upon return of the lift.

#### **F. Records Retention**

Each department shall date and retain the following records for each aerial platform lift they own, rent or lease:

1. Serial number and date of delivery of the lift purchased, rented or leased. (This shall be kept for as long as the department has possession of the lift.)
2. Written records of the frequent and annual inspections and repairs performed. This shall include deficiencies found, corrective actions taken and the identification of the person who performed the inspection and repairs.
3. Written records of repairs made on the lift.
4. Training records for any employees trained in the maintenance of the aerial platform lift.

#### **G. Employee and User**

Because the user has direct control over the application and operation of aerial platform lifts, conformance with good safety practices in this area is the responsibility of the user and the operating personnel. Decisions on the use and operation of the lift shall be made with the understanding that the platform will be carrying personnel whose safety is dependent on those decisions. Users and operators of aerial platform lifts have responsibilities involving the following:

#### **H. Manuals**

Users of aerial platform lifts must review and acknowledge that they have reviewed the operating manuals for all lifts that they use. The user is expected to know and understand the following about the lift he/she operates prior to initial operation of the lift:

1. The operation of the lift
2. All control features of the lift
3. All placard warnings
4. All safety devices on the lift
5. Where the user manual is located
6. Who is authorized to use the platform lift.

If the user does not understand any of the above he/she shall consult with his/her supervisor prior to using the lift.

### **IV. Inspections**

The inspection process is a critical step in preventing aerial lift accidents that are caused from faulty or worn out equipment. All users shall perform pre-start inspections on the lift prior to each day's use of the lift, as documented on the form in Appendix B. Aerial platform lifts that are not in proper

operating condition shall be immediately removed from service and reported to the Maintenance Department. They shall not be used until the problems have been corrected by an authorized and trained maintenance technician.

Completed inspection forms shall be submitted to and maintained by the Maintenance Department.

#### **A. Pre-Start and Workplace Inspections:**

Before each use or at the beginning of each shift that the aerial platform lift is used it shall be given a pre-start inspection, which includes both visual and functional tests, and is documented on the form in Appendix B:

1. Operating and emergency controls.
2. Safety devices.
3. Personal protective devices.
4. Air, hydraulic and fuel system leaks.
5. Cables and wiring harness.
6. Loose or missing parts.
7. Tires and wheels.
8. Placards, warnings, control markings and operating manuals.
9. Outriggers, stabilizers and other structures.
10. Guardrail system.
11. Other items specified by manufacturer.

Before an aerial platform lift is used and during its use, the operator shall check the area where the platform will be used, for possible hazards, including (but not limited to):

1. Drop-offs or holes.
2. Slopes.
3. Bumps and floor obstructions.
4. Debris.
5. Overhead obstructions and high voltage conductors.
6. Hazardous locations and atmospheres.
7. Inadequate surface support to withstand all load forces imposed by the aerial platform lift.
8. Wind and weather conditions.
9. Presence of unauthorized people.
10. Other possible unsafe conditions.

#### **B. Frequent Inspections:**

Any time an aerial platform lift has not been used for a period of 3 months or more (or after the lift has been purchased) a frequent inspection shall be performed by a qualified person and shall include the following:

1. All functions and their controls for speed(s) smoothness, and limits of motion.
2. Lower controls including the provisions for overriding of upper controls.
3. All chain and cable mechanisms for adjustment, wear or damaged parts.
4. All emergency and safety devices.
5. Lubrication of all moving parts, inspection of filter elements, hydraulic oil, engine oil, and coolant as specified by the manufacturer.

6. Visual inspection of structural components and other critical components such as fasteners, pins, shafts and locking devices.
7. Placard, warnings and control markings.
8. Additional items specified by the manufacturer.

### **C. Annual Inspections:**

Each aerial platform lift shall be inspected annually. The inspection shall be performed by a qualified mechanic who is authorized to perform maintenance duties on the lift. The inspection shall include all items specified by the manufacturer for an annual inspection.

## **V. Standard Operating Procedures**

To ensure safe practices, the following general procedure is used when an authorized user uses an aerial platform lift:

1. Obtain any necessary authorization to use the lift.
2. Check the last pre-start inspection for any comments or notes.
3. Perform a pre-start inspection on the lift, document the inspection and place it in the reserved storage location on the lift.
4. Perform a workplace inspection in the area that the lift will be used.
5. Extend and adjust the outriggers, stabilizers, extendible axles, or other stability enhancing means.
6. Ensure that the guardrails are installed and are in place.
7. Ensure that the load being placed on the lift is within the rated capacity of the lift.
8. Test the controls of the lift.
9. Ensure that all personnel on the lift have been trained and authorized to operate or work on the platform.

## **VI. Specifications**

### **A. Platform Specifications**

The following criteria shall be met to be an approved platform on a lift:

1. Platform width shall be not less than 18 inches and shall have a slip resistant surface.
2. The platform shall have a guardrail system around its periphery, which can be removable or can be lowered. The means used to secure it in the normal operating position shall be readily accessible for inspection and maintenance.
3. The guardrail system shall include a top rail that is between 39 and 45 inches high, a mid rail that is approximately half-way from the platform to the top rail, and a toe board that is at least 4 inches high.

### **B. Personal Fall Protection Use**

When operating articulating, or boom type lifts that are equipped with lanyard tie off points, the use of fall protection equipment is required. If special circumstances exist that encourage the operator to use fall protection on vertical aerial platform lifts, they must tie off to a proper tie off point that is not attached to or part of the aerial platform lift itself.

### **C. Markings and Decals**

In addition to markings or decals that are placed on the lift by the manufacturer, the following information shall be displayed on all aerial platform lifts in a clearly visible, accessible area and in a durable manner:

1. The make, model, serial number, and manufacturer's name and address.
2. The rated workload, including rated number of occupants.
3. The maximum platform height.

July 2008	Policy Implemented	Ken Bower
July 2011	Policy Revised	Allen Wheeler
May 18, 2017	Policy Revised, App. B Added	Marijan Grogza

### **Related Documents:**

- Aerial Lifts OSHA Fact Sheet
- Aerial Platform Operator Evaluation
- Aerial Lift Training Quiz

### Operating Manual Acknowledgment Form

Users of Ariel Platform Lifts must review and acknowledge that they have reviewed the operating manual for the lifts they use. By completing this form, you acknowledge that you have reviewed the operating manual and understand the requirements for the safe operation of this equipment.

Print Name	Sign	Date



### Aerial Lift Pre-Use Inspection Checklist

Operator Name:	Lift ID #/Type:	Date:
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Item	Inspection Item and Description	Pass/Fail/NA
1.	Operating & emergency controls (EMO button or Emergency Stop) in proper working condition	
2.	Functional upper drive control interlock (foot pedal, spring lock, or two hand control)	
3.	Emergency Lowering Function operating properly	
4.	Lower operating controls successfully override the upper controls	
5.	Both upper & lower controls are adequately protected from inadvertent operation	
6.	Control panel is clean & all buttons/switches are clearly visible (overspray, dirt, etc.)	
7.	All switch & mechanical guards are in good condition and properly installed	
8.	All Safety Indicator lights work	
9.	Drive controls function properly & accurately labeled (up/down/right/left/forward/back)	
10.	Motion alarms are functional	
11.	Safety decals are in place and readable	
12.	All guard rails are sound and in place, including basket chains	
13.	Work platform & extension slides are clean, dry & clear of debris	
14.	Work platform extension slides in and out freely with safety locking pins in place to lock setting on models with extension platforms	
15.	Inspect for defects such as cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harnesses, et.	
16.	Tire and wheels are in good condition, with adequate air pressure if pneumatic	
17.	Braking devices are operating properly	
18.	The manufacturer's operations manual is stored on the unit	
19.	Oil level, hydraulic oil level, fuel level, coolant level are all correct	
20.	Battery is charged	
21.	Outriggers are in place or functioning. Associated alarms are functioning.	

Safety Precautions and Work Space Inspection	Check to Confirm
Personal Protection in use: Harness, Lanyard, Hardhat, Safety Glasses, Etc.	
Floor conditions: Drop offs, holes, uneven surfaces, and sloped floors	
Housekeeping: Debris, floor obstructions, cords, construction materials, supplies	
Electrical Power Cables, Crane lines, Electrical Panels: Must stay a minimum of 10 feet away	
Electrical Power Cables, larger lines or wet conditions: Ask Maintenance Supervisor for guidance	
Chemical lines, gas lines, drain lines, utilities, crane lines	
Overhead obstructions	
Loads: Do not exceed machine load limits	
Vehicular or pedestrian traffic: Set up barricade cones or tape if needed	
Outdoor weather: Wind, rain, lightning, thunderstorm or tornado watch or warning	
If the Aerial Lift fails any part of inspection, remove the key and report the problem to your supervisor. Do not operate.	Signature: