



**Aerial Lift & Mobile Elevating Work Platform  
Safety Program**

Department of Environmental Health & Safety  
January 2021 Version 1.0

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**RECORD OF REVISIONS**

| Version | By | Date    | Description of Revision  |
|---------|----|---------|--|
| 0.0     | RL | 11-2020 | Development of written program   |
| 0.0     | RL | 01-2021 | Added section 5.4 (rescue plan for lifts). Changed site evaluation form to include work order number for tracking/recordkeeping purposes. Added attachment 10 (Rescue Plan Form) |

Legend:

RL: Ruth LeBlanc, Director EH&S

## **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/MEWP:** Acronym for “Aerial Lift/Mobile 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.

## 1.0 INTRODUCTION

### 1.1 Purpose

This program guides all aspects of the Aerial Lift/Mobile Elevating Work Platform Safety Program for Sonoma State University. As mandated by Cal/OSHA and other regulatory compliance codes, this program requires departments that own and/or operate Aerial Lifts/Mobile Elevating Work Platforms (AL/MEWP) 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.

### 1.2 Applicability/Scope

This program applies to all Sonoma State University (SSU) Staff who are required or request to operate Aerial Lift/Mobile Elevating Work Platform (AL/MEWP), or who must oversee persons operating AL/MEWP, for any portion or aspect of their research, instruction and/or work.

### 1.3 References

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

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

## **2.0 ROLES/RESPONSIBILITIES**

### **2.1 SSU Staff**

All SSU Staff who are required or requested to operate AL/MEWP, or who must oversee persons operating AL/MEWP, must be knowledgeable of the requirements of this program. All operators are required to be trained in the safe operation of AL/MEWP resulting in 3-year licensure to operate specific types of AL/MEWP equipment.

### **2.2 Facility Management & Green Music Center Departments that own/use AL/MEWP**

Departments that own, operate, or allow the operation of AL/MEWP at their locations assure that all SSU Staff operators in their Department have current AL/MEWP licensure. They also must designate a Responsible Person to oversee program implementation within the Department and in cooperation with the Dept of EH&S.

### **2.3 Department “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.

### **2.4 AL/MEWP Equipment Operators**

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

### **2.5 Contractors/Vendors using AL/MEWP on SSU Property**

Contractor or Vendor employees that have been trained under their company’s Aerial Lift/Mobile Elevating Work Platform Safety program, and have SSU’s permission, may operate AL/MEWP equipment owned/leased/rented by their employer on SSU premises. 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/MEWP equipment being operated by any SSU 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/MEWP equipment.

### **2.6 EH&S – (Aerial Lift/Mobile Elevating Work Platform Program Manager)**

Facility Management Fleet Program manages this program in conjunction with EH&S for SSU through the direction of the SSU Dept of Environmental Health & Safety (EH&S) The Dept of EH&S 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.
- Coordinates 'hands-on' field training and assessment of Operator trainees.
- Works with departments to develop training for unique and "department-specific" Aerial Lift/Mobile Elevating Work Platform needs.
- Conducts periodic program audits within departments to assure the program is being properly implemented and followed.
- Modifies program content and procedures as needed to improve program effectiveness and ease of implementation and tracking.



### 3.0 TYPES OF AERIAL LIFT/ELEVATED WORK PLATFORMS

#### 3.1 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.*



#### 3.2 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.

*SSU requires Fall Protection to be utilized when operating this Lift.*



#### 3.3 Vehicle Mounted Lift

These devices typically have a bucket in place of a basket, which is designed for one person. Vehicle must have the brakes set, wheels chocked, and outriggers in place while operating this device.

*SSU requires Fall Protection to be utilized when operating this Lift.*



#### 3.4 Articulating Boom Lift

An aerial device with two or more hinged boom sections.

*SSU requires Fall Protection to be utilized when operating this lift.*



#### 3.5 Elevating Work Platform

A device designed to elevate a platform vertically. This device is stationary once setup and cannot be moved

*SSU required Fall Protection to be utilized when operating this lift.*



## **4.0 PROGRAM REQUIREMENTS/OPERATOR PROCEDURES**

### **4.1 Administrative Requirements**

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

#### **4.1.1 Identify/Evaluate AL/MEWP Equipment Requirements and Site Hazards**

The Facility and GMC Departments evaluate and determines hazards through the Site Hazard Assessment and Pre-Operation Inspections. The Departments must ensure during AL/MEWP use, the equipment 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, stations and operator training and appropriate equipment selection.

#### **4.1.2 Inventory Department AL/MEWP Equipment**

The Facility Management and GMC department conduct and maintain an inventory list of AL/MEWP 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/MEWP "Lift Equipment Inventory".

#### **4.1.3 Identify Department Personnel Requiring AL/MEWP Equipment Training**

The Facility Management and GMC departments identify specific Department Personnel and others who are allowed to operate the Department's AL/MEWP. 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/MEWP Equipment "Licensed Operator List,". Enroll personnel in CSU Learn training modules for the Aerial Lift Safety Training online.

#### **4.1.4 Assure Training/Qualification/Retraining of Department Personnel**

Cal/OSHA requires that all AL/MEWP equipment operators are enrolled in and receive initial training, and retraining at minimum every three years. Sonoma State University will require the online Aerial Lift training annual and hands-on practical every three years. See the training section of this program for details on training requirements and activities.

### **4.2 Operator Training/Licensing Procedures**

Each operator must successfully complete Operator Safety Training prior to operating AL/MEWP equipment on SSU property. Operators may only use the AL/MEWP equipment type they have been trained and licensed to operate. Training is conducted by the Facility Management Industrial Truck Training Coordinator, in a location where such AL/MEWP 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/MEWP equipment.

The Facility Management Industrial Truck Training Coordinator ensures that each AL/MEWP operator demonstrates competency to operate AL/MEWP 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, on-line training, followed by hands-on “field” training and documented testing that’s specific to the AL/MEWP equipment. Please contact EH&S at ext. 4-2100 to arrange training for Department personnel.

#### 4.2.1 On-line CSU Learn Training

CSU Learn on-line 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 the on-line training, the trainee will take hands-on training in the field. The Learning & Development Coordinator tracks online training records on the University’s Learning Management System (LMS). Facility Management and the GMC should track their employees training to ensure compliance with this program.

#### 4.2.2 Written Tests

Training is verified through a online exam that demonstrates the trainee’s understanding of basic AL/MEWP operation and safety. Completion of this training exam with a passing grade of 70% or more is required before the scheduling of hands-on/field training. Records of completed online exams are kept by the Learning & Development Coordinator and optionally by the Department in the trainee’s personnel file.

#### 4.2.3 Hands-On/Field Training/Testing

The “Hands-On” training and testing is conducted using a representative piece of AL/MEWP equipment under the direct supervision of the Facility Management Industrial Truck Training Coordinator, who has the knowledge, training and experience to train AL/MEWP operators and evaluate their competence. Field training using AL/MEWP equipment includes review of critical vehicle safety, 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.

#### 4.2.4 Operator Licensing

When the trainee successfully completes both written and hands-on testing, Sonoma State University Facility Management Industrial Truck Training Coordinator and

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/MEWP the operator is/are licensed to operate.

An Operator’s License is issued by EH&S and must be carried by the Operator whenever they are operating an AL/MEWP on Sonoma State University property. This training must be conducted in alignment with the retraining requirements set by Cal-OSHA, every three years. However, retraining may be required if equipment, job tasks, or environmental conditions change significantly from those when original training took place, or if the operator has been involved in an equipment incident. The Operator is responsible for identifying situations where additional/re-training/licensure may be needed and alerting their department manager.

#### 4.2.5 Refresher Training

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

- The Operator has been observed to operate the AL/MEWP 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/MEWP safely.
- The Operator is assigned to a different type of AL/MEWP that they haven’t been trained on.
- A condition in the workplace changes in a manner that could affect safe operation of the AL/MEWP.

Training content is determined by the AL/MEWP 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/MEWP and/or working conditions, additional training in that topic may not be required, if the Operator has been evaluated and found competent to operate the new AL/MEWP, or in the new working conditions, safely.

## 5.0 OPERATOR SAFE-WORK PROCEDURES

### 5.1 AL/MEWP Selection and Site Hazard Evaluation

Prior to conducting work with an AL/MEWP, an Operator conducts a “Site Hazard Assessment” 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 their shift, each time the equipment is utilized or working conditions change. This assessment ensures the proper AL/MEWP equipment is selected for the work, and all hazards in the work area are identified and mitigated prior to commencing work. Each lift has a “Pre-operation Inspection Form” and “Site Hazard Assessment” that must be used to document the Operator’s assessment of their work environment and safety of the equipment.

### 5.2 Pre-Operation Inspection and Use of Fall Protection

At the beginning of each work shift, or prior to using AL/MEWP 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. All of the AL/MEWP equipment requires fall protection to 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 “SSU Fall Protection Program.” The use of fall protection gear is required on SSU Property.

Refer to the following program attachments for Pre-Operation Inspection Checklists, Site Hazard Assessment and AL/MEWP Rescue Plan Forms. The applicable forms are REQUIRED to be completed prior to utilizing any AL/MEWP equipment at SSU.

- Elevating Work Platform Site Hazard Assessment – Attachment 3
- Extensible Boom Platform – Attachment 4
- Scissor Platform Lift – Attachment 5
- Vehicle Mounted Lift – Attachment 6
- AL/MEWP Rescue Plan – Attachment 10

### 5.3 “Equipment Tag Out” for Repair

No AL/MEWP 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/Manager 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/MEWP 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 SSU Lockout Tagout Program.

#### 5.4 Aerial Lift/Mobile Elevation Work Platform Rescue Plan

There are situations where an individual may fall or be ejected from the platform, the platform may become entangled, or the machine may experience a breakdown and the operator and any occupants in the platform will require a timely rescue response.

Even a person properly fitted with a full body harness may receive injuries during the fall or begin to experience suspension trauma (blood pooling in their legs) within a very short period of time. Research indicates that suspension in a fall arrest device can result in unconsciousness, followed by death, in less than 30 minutes. According to ANSI Z359.4-6.1, the recommended goal for rescue subject contact is less than six minutes. In the event of platform entanglement or machine breakdown that would prevent the operator from lowering the platform safely to the ground, it is critical to have a plan in place to ensure a timely rescue

##### 5.4.1 Rescue plan requirements

Here's an outline of the information you need to include in your rescue plan:

- Company name and location
- Worksite location
- The identification of fall hazards associated with the operation of the Aerial Lift/MEWP
- Documented work procedures to eliminate or mitigate risk
- Training on
  - Self—rescue (by the person involved)
  - Assisted rescue (by others in the work area)
  - Technical rescue (by emergency services)

##### 5.4.2 Reviewing self-rescue options:

- Platform auxiliary controls: Attempt to use in the event that the primary platform controls stop responding
- Suspension trauma safety straps: These lightweight systems mount onto the side straps of the operator's harness and can be quickly used in the event of a fall or ejection. The straps contained in a case allow the operator to stand up in their harness to relieve the pressure being applied to arteries and veins until they can be rescued.

##### 5.4.3 Options for assisted rescues

- Primary ground controls

- In the case where the operator cannot lower the platform to the ground by means of the primary or auxiliary platform controls, of if the operator has been incapacitated, a person on the ground who has been familiarized on the proper use of the controls may use the primary ground controls to lower the machine.
- Auxiliary ground controls
  - In the event the primary ground controls are not responding, the person on the ground should attempt to activate the auxiliary ground controls. If all ground controls are not responding, the ground personnel should immediately contact their manager and a qualified mechanic to assess the situation and provide further guidance.
- Use of secondary aerial lift
  - Consideration must always be given to the rescue of aerial lift/MEWP occupants if the machine is unable to be lowered for any reason, such as complete machine malfunction or work platform entanglement.

Please note that any of these rescues should only be carried out by appropriately trained personnel.

#### 5.4.4 Technical rescue information

In the event a technical rescue by emergency personnel is required, rescue procedures must account for the reasons why the platform may be stranded at height and any need for prompt action. Firefighters and other rescue professionals are trained in technical rescue, but their response time and the equipment they use may not be the best option to meet OSHA requirements for prompt rescue after a fall arrest and should be considered to be a last resort.

## 6.0 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/MEWP equipment.
3. Only use AL/MEWP equipment designed to safely work in the work-area conditions observed.
4. Review operating instructions, warnings, and precautions for the types of AL/MEWP 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/MEWP 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/MEWP equipment.
19. Always set outriggers prior to use if the AL/MEWP is equipped with them.
20. Wear proper safety harnesses and only tie-off to the work platform's fall protection tie-off point.
21. "Barrier off" the lift swing work-area below the AL/MEWP equipment's work zone.
22. Don't climb on guardrails, climb on ladders or stand on other items when working on the platform. Keep feet 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/MEWP equipment along in a horizontal direction.

## **7.0 TRAINING REQUIREMENTS**

### **7.1 All SSU Staff**

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 SSU property.

### **7.2 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 work/business practices.

### **7.3 Department Safety Coordinators and/or “Responsible Person”**

Receive detailed training and support from EH&S concerning their roles/responsibilities in implementing/integrating this program into their Department's /work/business practices.

### **7.4 Aerial Lift/Elevating Work Platform Operators**

Must enroll with EH&S and successfully complete the CSU Learn 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.

### **7.5 Contractors using Aerial Lift/Elevating Work Platforms on SSU 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 permission to operate powered industrial trucks on the SSU 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.

### **7.6 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)

### **7.7 Facility Management – Industrial Truck Training Coordinator (Hands-on Trainer)**

- 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 the training.

## **8.0 RECORDKEEPING REQUIREMENTS**

### **8.1 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 (three years plus current year). See Attachment 2 to access a template that can be used to record licensed AL/MEWP operators. For copies of licensure please contact EH&S at ext. 4-2100.

### **8.2 Department Safety Coordinators and/or “Responsible Person”**

No recordkeeping needed, but should verify that all operators have current licensure.

### **8.3 Aerial Lift/Elevating Work Platform Operators**

Operators that use Aerial Lifts or Elevating Work Platforms in all departments must have their certification card issued by SSU Facility Management & EH&S in their possession at all times when operating equipment.

### **8.4 EH&S – (Aerial Lift/Elevating Work Platform Safety Program Manager)**

EH&S maintains a training database and licensure filing system of SSU 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 ext. 4-2100.

### **8.5 Facility Management - Industrial Truck Training Coordinator**

The Aerial Lift/Elevating Work Platform Trainer ensures all on-line training tests, forms, and sign-in sheets are retained and sent to Facility Management & EH&S for record keeping purposes. These records will reside in the EH&S electronic filing system.

# **Attachments**







# Aerial Lift and Elevating Work Platform Safety Program

## Site Hazard Assessment

Aerial Lift Site/Operation Hazard Assessment for \_\_\_\_\_ Department

Location(s): \_\_\_\_\_

Type of Work to be conducted: \_\_\_\_\_ **W.O#:** \_\_\_\_\_

**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 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/SRL's 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: \_\_\_/\_\_\_/\_\_\_

# Aerial Lift and Elevating Work Platform Safety Program



## Extensible Boom Platform Pre-Operation Inspection

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.

| KEY OFF Procedures   | Pass  | Fail | N/A                           |
|--|---|------|-------------------------------|
| 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 insure that all fall protection is being worn and attached properly           |   |      |                               |
| Tires/Rollers/Monitor tire air pressure if pneumatic<br>(Front Right _____psi, Front Left _____psi, Right Rear _____psi, Left Rear _____psi) |   |      |                               |
| KEY ON Procedures  | Pass  | Fail | N/A                           |
| 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)<br>_____ / _____ |      | Operator’s Employee ID: _____ |



# Aerial Lift and Elevating Work Platform Safety Program



## Scissor Lift

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.

| KEY OFF Procedures   | Pass  | Fail | N/A                           |
|--|---|------|-------------------------------|
| 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 insure that all fall protection is being worn and attached properly           |   |      |                               |
| Tires/Rollers/Monitor tire air pressure if pneumatic<br>(Front Right _____psi, Front Left _____psi, Right Rear _____psi, Left Rear _____psi) |   |      |                               |
| KEY ON Procedures  | Pass  | Fail | N/A                           |
| 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)<br>_____ / _____ |      | Operator’s Employee ID: _____ |

# Aerial Lift and Elevating Work Platform Safety Program



## Vehicle Mounted Lift

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.

| KEY OFF Procedures   | Pass  | Fail | N/A                           |
|--|---|------|-------------------------------|
| 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 insure that all fall protection is being worn and attached properly           |   |      |                               |
| Tires/Rollers/Monitor tire air pressure if pneumatic<br>(Front Right _____psi, Front Left _____psi, Right Rear _____psi, Left Rear _____psi) |   |      |                               |
| KEY ON Procedures  | Pass  | Fail | N/A                           |
| 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)<br>_____ / _____ |      | Operator’s Employee ID: _____ |

# Aerial Lift and Elevating Work Platform Safety Program



## Articulating Boom Lift

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.

| KEY OFF Procedures   | Pass  | Fail | N/A                           |
|--|---|------|-------------------------------|
| 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 insure that all fall protection is being worn and attached properly           |   |      |                               |
| Tires/Rollers/Monitor tire air pressure if pneumatic<br>(Front Right _____psi, Front Left _____psi, Right Rear _____psi, Left Rear _____psi) |   |      |                               |
| KEY ON Procedures  | Pass  | Fail | N/A                           |
| 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)<br>_____ / _____ |      | Operator’s Employee ID: _____ |

# Aerial Lift and Elevating Work Platform Safety Program



## Elevating Work Platform

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.

| KEY OFF Procedures   | Pass  | Fail | N/A                           |
|--|---|------|-------------------------------|
| 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 insure that all fall protection is being worn and attached properly           |   |      |                               |
| Tires/Rollers/Monitor tire air pressure if pneumatic<br>(Front Right _____psi, Front Left _____psi, Right Rear _____psi, Left Rear _____psi) |   |      |                               |
| KEY ON Procedures  | Pass  | Fail | N/A                           |
| 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)<br>_____ / _____ |      | Operator’s Employee ID: _____ |



# Aerial Lift and Elevating Work Platform Safety Program Training Attendance Record

Topic of Training Session: \_\_\_\_\_

|                |           |       |       |
|----------------|-----------|-------|-------|
| Instructor(s): | Location: | Date: | Time: |
|----------------|-----------|-------|-------|

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 | Supervisor | Signature |
|------------------------------|------------|------------|-----------|
| 1.                           |            |            |           |
| 2.                           |            |            |           |
| 3.                           |            |            |           |
| 4.                           |            |            |           |
| 5.                           |            |            |           |
| 6.                           |            |            |           |
| 7.                           |            |            |           |
| 8.                           |            |            |           |
| 9.                           |            |            |           |
| 10.                          |            |            |           |
| 11.                          |            |            |           |
| 12.                          |            |            |           |
| 13.                          |            |            |           |
| 14.                          |            |            |           |
| 15.                          |            |            |           |
| 16.                          |            |            |           |
| 17.                          |            |            |           |
| 18.                          |            |            |           |
| 19.                          |            |            |           |
| 20.                          |            |            |           |
| 21.                          |            |            |           |
| 22.                          |            |            |           |



Work Order# \_\_\_\_\_

## Aerial Lift/Mobile Elevated Work Platform Rescue Plan

**Operator Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Worksite Location:** \_\_\_\_\_

|          | Situation   | Proposed Response   |
|----------|---|---|
| <b>1</b> | Primary platform controls are not responding  | Operator should activate platform auxiliary controls to lower the machine to the ground   |
| <b>2</b> | Auxiliary platform controls are not responding or the operator is incapacitated or unable to function | Person on the ground who is familiar with the machine ground controls should use the primary ground controls to lower the machine   |
| <b>3</b> | Primary ground controls are not responding  | Person on the ground who is familiar with the machine ground controls should use the auxiliary ground controls to lower the machine |
| <b>4</b> | All ground controls are not responding  | Immediately contact Manager and qualified technician/mechanic to assess the situation and provide further guidance                  |
| <b>5</b> | Operator is unresponsive and all ground controls are not responding                                   | Contact 911 for Emergency Personnel assistance  |

Ground personnel who have received familiarization and are authorized to operate the ground controls:

**Operator Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Onsite qualified technician/mechanic:

**Operator Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ALL AL/MEWP platform to platform evacuation/rescue, REQUIRE a Managers approval and must be present during the operation.**