

Aerial Lift Written Program



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Introduction

Aerial lifts provide employees the ability to correct issues at height and pose serious hazards if not used properly. The definition of an aerial lift is any powered, mobile, vehicle-mounted device that may elevate, telescopically extend, articulate, and may (or may not rotate) around a substantial axis in order to raise and support personnel to elevated job sites. UWM employees uses telescoping, scissors, and tow behind articulating lifts.

Contractors

Contractors must follow their company aerial lift program and may be asked to provide the paperwork to the University as part of the project requirements. Contractors shall not use any University owned aerial lifts under any circumstances.

Responsibilities

University Safety and Assurances

US&A has the primary responsibility for implementation and enforcement of the Aerial Lift Program and is responsible for the following:

- Developing, implementing, and evaluating the Aerial Lift program to ensure compliance;
- Provide an avenue for training (online or in-person);
- Maintain employee training documents; and
- Conduct the final observation session when employees and their supervisors feel that the operator is comfortable to use equipment under this program

Supervisors

Supervisors in support and administrative areas are responsible for providing the necessary direction and support to ensure the effective implementation of the Aerial Lift Program for their work areas. Supervisors are responsible for the following:

- Make the Operator's Manual available to the employee;
- Show the employee how to properly inspect the aerial lift;
- Ensure that employees are giving time to operate the aerial lift under supervisor;
- Ensure the proper maintenance of the aerial lifts (according to the manufacturer's instructions) is performed and hazards are identified and corrected;
- Maintain the aerial lift's yearly inspection conducted by a manufacturer's representative and maintain records showing compliance; and
- Ensuring that employees comply with all OSHA regulations while operating an aerial lifts.

Employees

Employees who are designated as operators are responsible for the following:

- Completing the required safety training course for the specific aerial lift.
- Operating all aerial lifts in a safe manner consistent with their training in accordance with the manufacture and US&A;
- Inspect aerial lifts at the beginning of each work shift by completing the applicable inspection form;
- Report all equipment malfunctions and/or maintenance needs to their supervisor immediately and tag the vehicle, "Do Not Use" so that another employee does not use the equipment; and
- Comply will all OSHA regulations while operating an aerial lift.

Evaluation Requirements

The evaluation shall be conducted by a US&A staff member who has the knowledge, training, and experience to evaluate the operator's competence. A checklist will be used during the observation to ensure every aspect of the aerial lift operation is conducted.

- Authorized evaluators:
 - Greg Winters (US&A) – All employees
 - Zack Steuerwald (US&A) – All employees
 - Heath Powell – Only Klotchee and Pavilion employees
 - Jacob Young – Student Union Only

Operator License Requirements

All aerial lift operators must be at least eighteen years of age and successfully complete either the online or classroom training and pass the practical skills test by a qualified individual. It is a violation of Federal law for anyone under the age of eighteen years of age or who has not been properly trained and authorized to operate an aerial lift.

Training

Only trained and authorized operators shall be permitted to operate an aerial lift. Training will consist of either online or classroom safety training and hands-on training. Hands-on training will include a skills test performed on the specific aerial lift that the employee will operate. If there are two or more types of aerial lifts that the employee will be operating, then the employee must have practical training for each different aerial lift they will be operating.

Employees are required to receive initial training and training for the following scenarios:

- Before the employee operates the aerial lift;

- When an employee is assigned to a different aerial lift;
- Before a new hazard is introduced into the work environment;
- After any incident or near miss; and/or
- As deemed necessary by a qualified person.

All employees are required to conduct retraining and be observed every three years to maintain proper performance of any aerial lift; the operator has been assigned to use for their position. Any employee who refuses such training will not be permitted to operate an aerial lift on University property.

Aerial lift training must include the following information:

- Safe Operation Instructions
- Differences between various aerial lifts
- Controls and Instrumentation
- Inspection Process
- Engine or motor operation
- Steering and maneuvering
- Visibility
- Its uses, and limitations
- Capabilities
- Stability
- Refueling/Charging Scenarios
- Operating limitations
- Surface conditions
- Loading/Unloading operations
- Pedestrian Traffic
- Hazardous locations/conditions
- Ramps/Sloped surfaces
- Any unique scenarios

Once the training has been verified as completed and passed the equipment evaluation, the employee will be issued a certificate of operation that expires three years from the date of issuance. The certification shall include the following:

- Operator's name
- Date of the Training
- Date of the evaluation
- The Trainer's name
- The Evaluator's name

Employee Qualifications

Employees must demonstrate their driving competence by a passing the training quiz and complete a practical driving test under observation of a qualified person from US&A. Employees must demonstrate the pre-inspection, operation, and parking of an aerial lift.

Refresher Training

Refresher training in relevant topics shall be provided to the employee when:

- The operator has been observed to operate the vehicle in an unsafe manner;

- The operator has been involved in an accident or a near miss incident;
- The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- The operator is assigned to drive a different type of aerial lift;
- Condition changes in the workplace that could affect the safe operation of the aerial lift; and/or
- Three years from the date of expiration per their certificate.

Inspection and Maintenance

The items are in accordance with OSHA regulations. These must be performed and maintained.

- Each aerial lift will be inspected before each daily shift.
- Daily inspection records shall be kept on file with the supervisor of the aerial lift for a minimum of one year after completion.
 - To ensure all essential features of the truck are inspected routinely.
 - This is to provide documentation that inspections are occurring as required.
- A maintenance log will be kept that identifies repair needs and corrective actions taken for each aerial lift. Documentation shall be kept with the supervisor onsite of the aerial lift.
- If repairs are required on an aerial lift such that it cannot be safely operated, it must be tagged, "Out of Service" and taken out of service until the repairs have been completed.
- Maintenance or repair activities are to be performed by a qualified service technician and records must be maintained for at least four years.
- Aerial lifts will be kept in a clean condition, free of dirt/debris, excess oil, and grease.
- Annual inspections must be maintained for a minimum of four years.

Operations

Qualified employees shall follow the aerial lift operations:

- Review operating instructions, warnings, and precautions for the type of truck being operated.
- When an aerial lift is left unattended, the equipment will be put into neutral, the emergency brake will be set, and the power will be shut off. When the aerial lift is parked on an incline, the wheels will be blocked.
- An aerial lift will be considered unattended when the operator is 25 feet or more away or when the vehicle is not in view.
- When the operator has dismounted the aerial lift and is within 25 feet of the lift, the basket will be lowered, the controls will be neutralized and the brakes will be set.
- Aerial lifts will not be used to lift heavy equipment.
- Floors of aerial lifts will be checked for breaks and weaknesses before being driven.
- Riders and cargo are allowed on aerial lifts if it meets manufacturer's weight requirements.
- Persons are not allowed to pass under any raised lifts.
- Oil or other fluids spilled on the floor will be cleaned up immediately.

- Horseplay or unsafe driving is not tolerated.
- Accidents are immediately reported to the direct supervisor and the US&A Office.

Standard Safety Equipment

Safety is a must and will be followed by operators. The operators must use the following safety equipment provide for the aerial lifts:

- Full body harness that are required according to the manufacturer's manual must be utilized on each aerial lift.
- Aerial lifts must have all stickers, name plates, and load requirements in good condition and present.
- Aerial lifts must have a cage with no defects to protect the employee and pedestrians from falling materials.

Traveling

Employees shall follow aerial lift travel requirements:

- Safe speed limits will be observed, and under all travel conditions an aerial lift will be operated at speeds that will permit it to be brought to a stop in a safe manner.
- The aerial lift will be always kept under control.
- When vision is obscured, the operator will slow down and sound the horn.
- The operator will keep a clear view of the path of travel.