

<b>SUBJECT:</b> <b>Aerial Lifts Operating Procedure</b>	<b>Effective Date:</b> 4/18/12	<b>Policy Number:</b> FS 2012 EHS0001
	<b>Supersedes:</b>	<b>Page 1 Of 19</b>
	<b>Responsible Authority:</b> Director of Environmental Health and Safety	

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all departments, support personnel, and functional units within Facilities and Safety in the University of Central Florida (UCF), when they are involved in using aerial lifts as part of their duties.

**PROCEDURE STATEMENT:**

This procedure provides guidance to supervisors, superintendents and employees for their protection against hazards when working with aerial lifts. This procedure meets the requirements of the Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1926.453 Aerial Lifts and the ANSI/SIA A92.2 – 92.6.

As stated in the “UCF Design, Construction, and Renovation Standards (09-13-11), Division 1 General Requirements, Section Environmental Health and Safety Construction Information”, contractors are individually responsible for meeting and monitoring their job specific requirements set forth by OSHA. They will also be responsible for the compliance with this procedure.

**DEFINITIONS:**

**Aerial Lift:** A mobile device that has an adjustable position platform, supported from ground level by a structure.

**Anchorage:** A secure point of attachment to be used with personal fall protection equipment.

**Directional Controls:** Controls that initiate functions that affect movement of the aerial lift.

**Guardrail System:** A vertical barrier intended to protect against falling to lower levels.

**Hazardous Location:** Any location that contains, or has the potential to contain, an explosive or flammable atmosphere.

**Instability:** A condition of an aerial platform in which the sum of the moments which tend to overturn the unit exceeds the sum of the moments tending to resist overturning.

**Maintenance:** The act of upkeep such as inspection, lubrication, refueling, cleaning, adjustment, and scheduled part(s) replacement.

**Major Non-Compliance:** The occurrence of an unsafe activity or operation not in accordance with the OSHA requirements or the UCF Safety Procedures, and that does pose an immediate life threatening danger to the employee, or which violates license or permit requirements, as applicable.

**Manufacturer:** A person or entity that makes, builds, or produces an aerial platform.

**Minor Non-Compliance:** The occurrence of an unsafe activity or operation not in accordance with the OSHA requirements or the UCF safety procedures, and that does not pose an immediate life threatening danger to the employee.

**Modification:** To make a change(s) to an aerial lift which affects the operation, stability, safety factors, rated load, or safety of the aerial platform in any way.

**Operator:** A qualified person who controls the movement of an aerial lift.

**Outriggers:** Devices that increase the stability of the aerial platform and that are capable of lifting and leveling the aerial lift.

**Override:** To take over aerial lift movement control functions at the upper control station by those at the lower control station.

**Platform:** The portion of an aerial lift intended for occupation by personnel, tools, and materials.

**Platform Height:** The vertical distance measured from the floor to the surface upon which the aerial lift is being supported.

**Rated Work Load:** The carrying capacity of the aerial lift, as specified by the manufacturer.

**Repair:** The act of restoring to good condition that which has been broken, damaged or worn due to use, abuse, or other reasons.

**Stabilizers:** Devices that increase the stability of the aerial lift.

## **RESPONSIBILITIES:**

### **A. The Department of Environmental Health and Safety**

- Assists in the development and revision of this procedure
- Assists in the coordination of training required by this procedure
- Conducts periodic audits of compliance with this procedure
- Provides technical support to the departments and employees with regard to this procedure

### **B. Supervisors and Superintendents**

- Promote safe practices when using aerial platform lifts
- Provide the Department of Environmental Health and Safety with a list of all the aerial lifts they use or rent, including: the make, model, serial number, and any other related information
- Ensure that all supervised personnel are knowledgeable of the safety procedures for the use of aerial lifts included in this procedure
- Ensure that the employees have all the necessary equipment to do the job in a safe way (for example: wind velocity meter, personal fall arrest system, etc.)
- Ensure that a spotter is assigned and present in all jobs as the safety back-up person
- Enforce the compliance of supervised personnel regarding this procedure
- When purchasing, leasing, or borrowing an aerial lift:
  - (a) Contact the Department of Environmental Health and Safety prior to the acquisition to inform about the upcoming equipment
  - (b) Ensure that the operating and maintenance manuals have been received by the buying department
  - (c) Ensure that the maintenance manual is available to each operator (note: it could be at the department's office)
  - (d) Place the operating manual in a weather-proofed compartment on the lift

- (e) Ensure the completion of the “Operating Manual Acknowledgement Form” (found in the *Appendix A* of this procedure) by each operator who uses the lift
  - (f) Coordinate adequate training for all operators prior to the initial use of the aerial lift
  - (g) Coordinate with the vendor or rental company to provide the initial “Lift Familiarization Training” for the operators prior to use of the lift
- When inspecting and repairing the lift:
    - (a) Ensure that Pre-Start Inspections, Frequent Inspections, Workplace Inspections, and Annual Inspections are being performed on the lift according to the manufacturer’s recommendations and this procedure
    - (b) Work with the Department of Environmental Health & Safety to create a Pre-start Inspection Form based on the manufacturer’s recommendations and the operating manual (This should be consistent with the one found in *Appendix B*. If the lift is to be moved, the unit shall create a Workplace Inspection Form that is consistent with the one found in *Appendix C*.)
    - (c) Ensure that, when safety-related concerns have been identified through any inspections, the lift shall be locked out of service until the item(s) has been repaired; immediately notify the Department of Environmental Health & Safety
  - Ensure that all the operators observe safe practices and attend all required training:
    - (a) Classroom Aerial Lift Safety Training
    - (b) Specific Aerial Lift Familiarization Training
  - Keep records of all training, inspections, maintenance to the aerial lifts, and any other related documents; provide the Department of Environmental Health & Safety with a copy of those records (In case of rentals, the last Annual Inspection and Frequent Inspection is enough.)
  - Ensure that weather conditions are continuously monitored while the aerial lift is in use (The aerial lifts shall not be used when wind speeds are over 25 mph or when other weather conditions affect the safe use of the aerial lift.)

### **C. Employees**

- Follow safe practices at all times

- Review the Operator’s Manual before the initial use of the aerial lift and document it by reading and signing the “Operating Manual Acknowledgment Form” (*Appendix A*)
- Attend all required training and refreshers:
  - a) Classroom Aerial Platform Safety Training
  - b) Specific Lift Familiarization Training
- Inform the supervisor or superintendent if they do not understand the information given in the training, or if there is any other safety concern before using the lift (Only trained personnel can operate an aerial lift.)
- When performing the Pre-Start Inspections:
  - (a) Ensure that Pre-Start Inspections take place prior to each day’s use, or each shift’s use of the lift
  - (b) Document the Pre-Start Inspections using the “Aerial Lift Pre-Start Inspection Form” (see *Appendix B*), or an alternate form approved by the department that owns or rents the lift and the Department of Environmental Health & Safety
  - (c) Inform the supervisor or superintendent when an aerial lift is not in proper operating condition, or if it failed the inspection
- When performing Workplace Inspections
  - (a) Conduct a Workplace Inspection to identify any potential workplace hazard prior to setting up the lift at each new location (see *Appendix C*)
  - (b) Never elevate an aerial lift when wind speed exceeds 25 mph or the manufacturer’s recommendation, whichever is less
  - (c) Never elevate an aerial lift when lightning is observed (An exception to this could be possible if more advanced weather notification services or weather alert systems are available.)
  - (d) Monitor weather conditions at all times and use an anemometer (wind velocity meter) at the top of the lift

**TRAINING:**

The employees must be trained before using any aerial lift. The supervisors or superintendents will coordinate the trainings and will arrange for payment of all required training. The Department of Environmental Health and Safety may be contacted for assistance in finding

certified trainers. Employees must complete an initial two-part training program: a “Classroom Aerial Lift Safety Training” and a “Specific Lift Familiarization Training”.

A. The trainer for the Classroom Aerial Lift Safety Training shall be a contracted certified training provider. This training shall include the following topics:

- The Manufacturer’s Operating Manual, as well as where it is located
- Pre-Start Inspections
- Identification of malfunctions and problems
- Stability of the aerial lift
- Placards and Decals
- Workplace Inspections
- Safety Rules and Regulations
- Operator warnings and instructions
- Fall Arrest Systems
- Weather monitoring and wind monitoring equipment

B. The Specific Aerial Lift Familiarization Training shall include information on the specific model of lift the employee will be operating. The trainer should be an experienced and competent operator, a representative of the lift manufacturer, a representative of the lift distributor, or a contracted certified training provider. The trainer and trainee will sign an “Aerial Lift Specific Familiarization Training Form” (see *Appendix D*).

Re-training (both the Classroom Aerial Lift Safety Training and the Specific Aerial Lift Familiarization Training) will be required for any operator who has been involved in an incident, an accident, or when a supervisor or superintendent has observed the employee performing unsafe practices involving the aerial lift. A refresher for the Classroom Aerial Lift Safety Training is required every three years for all the operators.

### **INSPECTIONS:**

Inspections are critical in preventing accidents. Aerial lifts that are not in proper operating condition shall be removed from service until the problems have been corrected by authorized and trained maintenance personnel.

## A. Pre-Start Inspections

A Pre-Start Inspection shall be performed before each day's use or at the beginning of each shift. This involves a visual inspection and functional test that includes at least the following criteria:

- Operating and emergency controls
- Safety devices
- Personal protective devices
- Air, hydraulic and fuel system leaks
- Cables and wiring harness
- Loose or missing parts
- Tires and wheels
- Placards, warnings, control markings and operating manual
- Outriggers, stabilizers and other structures
- Guardrail system
- Other items specified by manufacturer
- Note: if outdoors, a functioning anemometer shall available in the platform

Each make and model is different, so the inspection criteria may vary. Please refer to the operator's manual for the specific criteria required for each particular aerial lift. If the operator's manual does not have a form for this purpose, you can use the one provided in *Appendix B*. Each department shall identify a place to store the completed Pre-Start Inspection forms. At a minimum, the last completed Pre-Start Inspection shall be stored in a weather resistant compartment or container on the lift.

## B. Workplace Inspections

The operation of aerial lifts is prohibited when wind speeds reach 25 mph or more, when there is a wind warning in effect of 25 mph or more, when lightening is visible, or when thunder storm warnings are in effect. (An exception to this could be possible if more advanced weather notification services or weather alert systems are available.)

Before the aerial lift is used, the operator shall visually check the workplace area where the aerial lift will be used to identify potential hazards such as, but not limited to:

- Drop-offs or holes
- Slopes

- Bumps and floor obstructions
- Debris
- Overhead obstructions and high voltage conductors
- Inadequate surface and support to withstand all load from the aerial lift
- Wind and weather conditions
- Presence of unauthorized people
- Other possible unsafe conditions

Depending on the nature of the workplace and the type of work, additional items may be added to this list. Each department shall work with the Department of Environmental Health and Safety to create a Workplace Inspection Form that, at a minimum, contains the criteria listed above. The form shall also contain a space for the employee's signature and date. An example of a Workplace Inspection Form is available in *Appendix C*.

#### C. Annual Inspections

All aerial lifts shall be inspected every year (no later than 13 months from the date of the last Annual Inspection). The supervisors or superintendents will coordinate the Annual Inspections and will arrange for payment of the service. They will also be responsible for the keeping the records of these inspections. The inspection shall be performed by a mechanic qualified on the specific type of aerial lift or one having similar design characteristics. It shall include all items specified by the manufacturer for an Annual Inspection.

#### D. Frequent Inspections

Frequent Inspections shall be performed every 3 months, or after 150 hours of service use, whichever comes first. These inspections could be required more often if recommended by the manufacturer. A Frequent Inspection should also be completed if the aerial lift has been out of service for more than 3 months. The supervisors or superintendents will coordinate the Frequent Inspections and will arrange for payment for the service. They will also be responsible for keeping the records of these inspections. These inspections shall be performed by a mechanic qualified on the specific type of aerial lift, or one having similar design characteristics. The inspections shall include all items specified by the manufacturer for a Frequent Inspection.



## **MAINTENANCE:**

All maintenance on the aerial lifts shall be performed only by trained and experienced professionals. Battery charging and fueling aerial lifts shall be done according to the manufacturer's instructions and taking all safety precautions.

## **PERSONAL FALL PROTECTION:**

The use of Personal Fall Protection Equipment is required. A full-body harness with a shock-absorbing lanyard or a retractable lifeline is recommended. It distributes the forces throughout the body, and the shock-absorbing lanyard decreases the total fall arresting forces.

Only the anchorage (tie off point) designed by the manufacturer will be used. If the aerial lift does not have a designated anchorage point, the supervisors or superintendents shall contact the manufacturer for a consultation and recommendations. They will also notify the Department of Environmental Health & Safety. The Aerial Lift Specific Familiarization Training Form for that unit should be updated to include the adequate anchorage according to the manufacturer's recommendations.

An inspection and maintenance program for the Personal Fall Protection Equipment shall be in place. The Personal Fall Protection Equipment shall be inspected at least every week (seven days), or before each use if it has not been used for more than a week. Please use the form provided in *Appendix E*.

## **MARKINGS AND DECALS:**

The following information shall be displayed on all aerial lifts in a clearly visible, accessible area and in a durable manner:

- A. Make, model, serial number and manufacturer's name
- B. The rated workload, including rated number of occupants (If the rated number of occupants is not displayed on the aerial lift, it should be indicated in the operating manual.)
- C. The maximum elevation of the aerial lift

## **PROCEDURE:**

The supervisors, superintendents, or individuals in charge of the activities involving the use of the aerial lifts will be responsible for coordinating all necessary training, inspections, and recordkeeping. They will also be responsible for the compliance with this procedure.

Operators using aerial lifts on all the UCF campuses shall follow the next steps:

- A. Check the last Pre-Start Inspection for any comments or notes
- B. Perform a new Pre-Start Inspection on the lift and complete the *Aerial Lift Pre-Start Inspection Form*
- C. Document the inspection, and place it in the reserved weather-resistant storage location on the aerial lift
- D. Perform a Workplace Inspection on the area in which the aerial lift will be used (if necessary) and complete the *Aerial Lift Workplace Inspection Form*
- E. Check the Operator's Manual to ensure that the height, weight or wind conditions are within the limits of the aerial lift
- F. Inspect the Personal Fall Protection Equipment
- G. Ensure that the spotter is present and always vigilant to safety
- H. Decide if the job can be done in a safe way
- I. Ensure that a communication system is in place in case of an emergency
- J. Contact the supervisor, superintendent, or the Department of Environmental Health & Safety with any questions
- K. Ensure that the guardrails are installed, that they are in place, and that the load being placed on the aerial lift is within the rated capacity of the lift
- L. Perform the job in the safest way possible

## **RECORDKEEPING:**

The supervisors or superintendents of each department shall maintain the following records:

- A. Workplace Inspection documents shall be maintained for a period of four years
- B. Pre-Start Inspection documents shall be maintained for a period of four years
- C. Annual Inspection documentation shall be maintained for the entire ownership of the lift (This section does not apply to rented aerial lifts if the equipment was returned without incidents or accidents.)
- D. Records of maintenance performed on the lift shall be maintained for the entire ownership of the lift (This section does not apply to rented aerial lifts if the equipment was returned without incidents or accidents.)
- E. All “Operating Manual Acknowledgement Forms” shall be maintained for the entire ownership of the lift (This section does not apply to rented aerial lifts if the equipment was returned without incidents or accidents.)
- F. All training records shall be maintained for ten years

## **ENFORCEMENT**

The Department of Environmental Health and Safety will perform periodic inspections to determine compliance with this procedure. The following section describes the actions to be taken after a Minor Non-Compliance Safety or a Major Non-Compliance.

### **Minor Non-Compliance**

If a Minor Non-Compliance is noted, the Department of Environmental Health and Safety (EH&S) shall:

- Send an electronic notification to the supervisor or superintendent within five (5) calendar days with the non-compliance findings and with a request for corrective actions
- Conduct a follow-up inspection within 30 calendar days to ensure corrective actions were implemented
- Send an electronic notification to the Director of the Department requesting a correction plan if the unsafe situation was not corrected after the follow-up inspection

- Conduct a second follow-up inspection within seven (7) calendar days to ensure corrective actions were implemented, if necessary
- Send an electronic notification to the Vice President of the Department requesting a correction plan if the unsafe situation was not corrected after the second follow-up inspection
- Conduct a third follow-up inspection within seven (7) calendar days to ensure corrective actions were implemented, if necessary
- Refer the case to the Provost or the Safety Council for further actions if the unsafe situation has not been corrected after the third follow-up inspection

After receiving the notification from EH&S, the supervisor or superintendent (and the Director of the Department, and the Vice President, if necessary) shall:

- Ensure that all corrective actions recommended by EH&S are implemented
- Coordinate with EH&S to provide re-training on the Safety Procedures, if necessary
- Recommend disciplinary actions for the responsible personnel if the Minor Non-Compliance Safety Violation has not been corrected after the third notification
- Coordinate payment to EH&S of \$50 for the second follow-up inspection and \$100 for the third follow-up inspection, if necessary

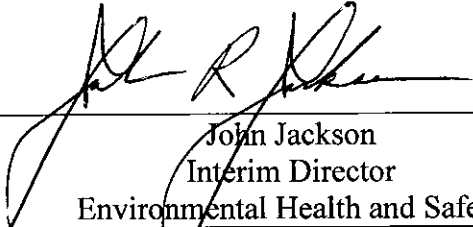
### **Major Non-Compliance**

If a Major Non-Compliance is found, the Department of Environmental Health and Safety (EH&S) shall:

- Direct or instruct the employees to stop the unsafe operation immediately and speak with the supervisor or superintendent
- Send an electronic notification the day of the occurrence to the Director of the Department, with a copy to the supervisor or superintendent, with the non-compliance findings and with a request for immediate corrective actions
- Conduct a follow-up inspection the next day or before the operation is resumed, to verify corrective actions were implemented
- Send an electronic notification to the Vice President of the Department if the unsafe situation was not corrected after the second follow-up inspection
- Refer the case to the Provost or the Safety Council for further actions

After receiving the notification from the Department of Environmental Health and Safety (EH&S), the supervisor or superintendent (and the Director of the Department, and the Vice President, if necessary) shall:

- Ensure that all corrective actions recommended by EH&S are implemented
- Coordinate with EH&S to provide re-training on the Safety Procedures before sending the employee back to the worksite or procedure that was found in non-compliance
- Recommend disciplinary actions, and possibly job termination for the employee if the Major Non-Compliance has not been corrected after the second notification

Approved By:	Date Approved:
 _____ John Jackson Interim Director Environmental Health and Safety	<u>4/18/12</u>

# Appendix A

## Operating Manual Acknowledgement Form

By signing this document I am certifying that a copy of the Operations Manual for the aerial lift shown below is available to me for review. I have received adequate training and understand that I am expected to operate the aerial lift in accordance with this procedure. It is my responsibility to review and understand the safe operation of this aerial lift based on the training I received and the manufacturer's recommendations. I understand that if, at any time, I have any questions regarding the information on the Operating Manual, I can contact my supervisor, superintendent, the Department of Environmental Safety & Health, or the manufacturer to obtain answers.

Aerial Lift Make \_\_\_\_\_

Aerial Lift Model \_\_\_\_\_

Employee (print) \_\_\_\_\_

Signature \_\_\_\_\_

Supervisor (print) \_\_\_\_\_

Signature \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

# Appendix B

## Aerial Lift Pre-Start Inspection Form

The Pre-Start Inspection shall be performed prior to each day's or shift's use of the aerial lift by a trained operator. Documentation of the inspection shall be maintained by the supervisors or superintendents, with a copy of the most recent inspection stored in a weather proof storage location on the aerial lift.

Check off the items that have been inspected, or mark the N/A box if the item does not apply. Place any comments in the space provided below. If any of these items is not satisfactory, place the lift out of service until the item is corrected.

The lift is owned/rented by: \_\_\_\_\_

Make of lift: \_\_\_\_\_ Model of lift: \_\_\_\_\_ Serial #: \_\_\_\_\_

Inspector's Name \_\_\_\_\_ Date of Inspection \_\_\_\_\_

<u>Item Inspected</u>	<u>Okay</u>	<u>Not Okay</u>	<u>N/A</u>
Operating controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pneumatic system (leaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic system (leaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel system (leaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wiring harness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loose/missing parts (locking pins/bolts...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tires and wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placards and Warnings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outriggers/Stabilizers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guardrail system and locking gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

\_\_\_\_\_

Inspector's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Appendix C

## Aerial Lift Workplace Inspection Form

The Workplace Inspection shall be performed prior to using the aerial lift. One inspection may be performed for multiple tasks taking place in a single room or space per day. The Workplace Inspection must be performed by the individual who will be using the lift. Documentation of this inspection shall be maintained by the supervisors or superintendents.

Check off the items that have been inspected, and address any safety issues that were identified prior to using the aerial lift. Please include any comments in the space provided below.

Department that owns/rent the lift \_\_\_\_\_  
Place where the lift will be used \_\_\_\_\_  
Inspector's name \_\_\_\_\_

<u>Item Inspected</u>	<u>Okay</u>	<u>Not Okay</u>	<u>N/A</u>
Drop off holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bumps and floor obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhead obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High voltage conductors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous locations or atmospheres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate surface or support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presence of unauthorized people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind not forecast over 25 mph	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind readings not over 25 mph	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lightening visible or forecasted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other severe weather forecasted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other possible unsafe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector's Signature \_\_\_\_\_ Date \_\_\_\_\_



# Appendix D

## Aerial Lift Specific Familiarization Training Form

This form documents the Aerial Lift Specific Familiarization Training. It shall be provided by an experienced and competent operator, a representative of the lift manufacturer, a representative of the lift distributor, or a contracted certified training provider or through video that is provided by the manufacturer, specific to the particular lift. Each operator must be trained on each aerial lift that he or she operates. The Specific Lift Familiarization Training shall consist of a review of the following items:

- a. All safety placards and warnings
- b. All switches, drive mechanisms, adjustments, and controls (both lower and upper controls)
- c. The functional operation of the lift
- d. The use of the outriggers or stabilizing equipment
- e. All gauges, horns, and lights
- f. Proper fueling and/or battery charging procedures
- g. Inspections and the inspection process

Aerial Lift: \_\_\_\_\_  
Lift Manufacturer (Brand name)                      Model                      Serial #

I certify that I have met with the trainee identified below and have reviewed the operations of the specific aerial lift identified above and made myself available to answer any questions he or she may have had with regards to the operation of this lift.

\_\_\_\_\_  
Trainer's Name (Print)    Signature    Date

I certify that I have met with the trainer identified above and that he or she has reviewed with me the operations of the specific aerial lift identified above. I was given an opportunity to ask questions which, if any, were answered to my satisfaction. I have the necessary understanding for the safe operation of this aerial lift. I am also certifying that I have received general training on the safe operation of aerial lifts through this procedure. I have reviewed the operator's manual for this lift and have been given the opportunity to ask questions that I may have had.

\_\_\_\_\_  
Trainee's Name (Print)    Signature    Date

Trainer's Department or Company Name \_\_\_\_\_

## Appendix E

### Inspection & Maintenance of Personal Fall Protection Equipment

A full-body harness with a shock-absorbing lanyard or a retractable lifeline is recommended. It distributes the forces throughout the body, and the shock-absorbing lanyard decreases the total fall arresting forces.

To maintain their service life and high performance, the Personal Fall Protection Equipment should be inspected every week, or before each use if it has not been used for more than a week. If any of the conditions listed below are found, the equipment should be replaced before being used. Mark **OK** if items meet the inspection criteria

#### HARNESS INSPECTION

\_\_\_\_\_ **Webbing:** Grasp the webbing with your hands 6 inches to 8 inches apart. Bend the webbing in an inverted "U". The surface tension resulting makes damaged fibers or cuts easier to detect. Follow this procedure for the entire length of the webbing, inspecting both sides of each strap. Look for frayed edges, broken fibers, pulled stitches, cuts, burns, and chemical damage.

\_\_\_\_\_ **D-Rings:** Check D-rings for distortion, cracks, breaks, and rough or sharp edges. The D-ring should pivot freely.

\_\_\_\_\_ **Buckles:** Inspect for any unusual wear, frayed or cut fibers, or broken stitching of the buckle or D-ring attachments.

\_\_\_\_\_ **Tongue/Grommets:** They receive heavy wear from repeated buckling and unbuckling. Inspect for loose, distorted, or broken grommets. Webbing should not have additional holes punched.

\_\_\_\_\_ **Tongue Buckles:** Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. Roller should turn freely on the frame. Check for distortion or sharp edges.

\_\_\_\_\_ **Friction and Mating Buckles:** Inspect the buckle for distortion. The outer bars and center bars must be straight. Pay special attention to corners and attachment point at the center bar.

#### LANYARD INSPECTION

When inspecting lanyards, begin at one end and work to the opposite end, slowly rotating the lanyard so that the entire circumference is checked.

\_\_\_\_\_ **Hardware:** Inspect snaps closely for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should seat into the nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to close the keeper firmly. Keeper locks must prevent the keeper from opening when it closes. The thimble must be firmly seated in the eye of the splice, and the splice should have no loose or cut strands. The edges must be free of sharp edges, distortion, or cracks.

\_\_\_\_\_ **Shock-Absorbing Lanyard:** Observe each side of the lanyard. Swelling, discoloration, cracks, and charring are obvious signs of chemical or heat damage. Observe closely for any breaks in stitching.

### MAINTENANCE

Basic care for the Personal Fall Protection Equipment will prolong and endure its life and contribute toward the performance of its vital safety function. Proper storage and maintenance after each use is as important as cleaning the equipment of dirt, corrosives or contaminants. The storage area should be clean, dry, and free of exposure to fumes or corrosive elements.

Wipe off all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion. Then wipe the belt dry with a clean cloth. Hang freely to dry but away from excessive heat.

Harness, belts, and other equipment should be dried thoroughly without exposure to heat, steam, or long periods of sunlight.

\_\_\_\_\_  
Location of Equipment

\_\_\_\_\_  
Make

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date