

Elevating Aerial Platforms

Purpose

To provide safe work practices in the operation of Manually Propelled Elevating Aerial Platforms, generally referred to and referenced in this document as Aerial Platforms.

Definitions

1. Aerial platform – a manually propelled device that has an adjustable position platform, supported from ground level by a structure.
2. Anchorage – a secure point of attachment to be used with personal fall protection equipment.
3. Authorized personnel (authorized person) – personnel approved or assigned to perform a specific type of duty or duties at a specific location or locations at a work site.
4. Chassis – the integral part of the aerial platform that provides mobility and support for the elevating assembly.
5. Directional controls – controls that initiate functions that affects movement of the platform or the aerial platform.
6. Elevating assembly – the mechanisms used to position the platform relative to the aerial platform chassis.
7. Guardrail system – a vertical barrier primarily intended to protect against personnel falling to lower levels.
8. Operator - a qualified person who controls the movement of an aerial platform.
9. Platform – the portion of an aerial platform intended to be occupied by personnel with their necessary tools and materials.

References

American National Standards Institute/ Scaffold Industry Association (ANSI/ SIA) A92.3

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Procedures

1. General Requirements:

- a. Aerial platforms in operation by college personnel are referred to as Manually Propelled Elevating Aerial Platforms. None of the aerial platforms in use on campus are vehicle mounted, and none have the ability to extend or articulate in directions other than vertical.
- b. The College shall keep and maintain copies of the operating and maintenance manual(s) in a weather-resistant storage location on the aerial platform.
- c. Only trained persons shall be permitted to operate an aerial platform.
- d. The College will keep and maintain blank copies of “Pre-Operation Inspection Checklists” on the aerial platform, to be completed prior to each use.

2. Operator’s Responsibilities:

- a. Each day before use, the operator shall inspect and functionally test the aerial platform to complete a “Pre-Operation Inspection Checklist.”
- b. Inspection will include, but not be limited to, the following items:
 - i. Operating and emergency controls.
 - ii. Safety devices.
 - iii. Personal protective devices, including fall protection.
 - iv. Air, hydraulic and fuel system leaks.
 - v. Cables and wiring harness.
 - vi. Loose or missing parts.
 - vii. Tires and wheels.
 - viii. Placards, warnings, control markings, and operating and safety manual(s).
 - ix. Outriggers, stabilizers, extendible axles and other structures.
 - x. Guardrail system.
 - xi. Items specified by the manufacturer.
- c. Upon completion of work, the “Pre-Operation Inspection Checklist” is turned in to the Senior Manager of Facilities Safety, Compliance, and Training for record-keeping requirements.
- d. Work platforms that are not in proper operating condition shall be immediately removed from service until repaired.

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- e. Controls shall be tested prior to each use to determine that such controls are in safe working condition.
- f. Belting off to an adjacent pole, structure, or equipment while working from an elevating work platform is not permitted.
- g. Employees shall stand firmly on the floor of the basket with both feet on the floor at all times and shall not sit or climb on the edge of the basket, or use planks, ladders, or other devices to get to a higher work position.
- h. Employees shall be protected from falling by use of a personal fall restraint system connecting, via a restraint lanyard, the anchor point provided by the aerial platform manufacturer and the side D-ring of a full body harness.
- i. Boom and basket load limits specified by the manufacturer shall not be exceeded.
- j. The brakes shall be set and when outriggers are used, they shall be positioned on pads or a solid surface.
- k. Aerial platforms shall not be operated on an incline.
- l. Aerial platforms shall be operated within the limits specified by the manufacturer with regard to wind speed and degree of surface grade.
- m. Aerial platforms shall not be moved when the boom is elevated in a working position with the operator in the basket.
- n. The outriggers, stabilizers, extendible axles, or other stability-enhancing means shall be used as required by the manufacturer.
- o. Guardrails are checked to be sure they are installed correctly, and access gates or openings are closed per manufacturer's instructions.
- p. The load and its distribution on the platform, and any platform extension, shall be in accordance with the manufacturer's rated capacity for the specific configuration.
- q. It is the operator's responsibility to read and understand pertinent sections of the operator's manual and to use the platform according to the instructions provided in it.

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- r. Establishment of a safe work site includes recognition of overhead obstructions; measurement of distances to electrical conductors; placement of cones or other means of communicating caution to vehicular and pedestrian traffic; and confirmation of a stable operating surface.
- s. Maintain the Minimum Safe Approach Distance (MSAD) from all energized lines and parts in accordance with ANSI/SIA A92.5 and A92.6. Assume all electrical parts and wires are energized unless proven otherwise.
- t. Unattended machines **MUST** have platforms/baskets lowered, power shut off, and key removed.
- u. Protective and safety devices must be in place and in proper working order. Any alteration of protective safety devices is strictly prohibited.
- v. One person may occupy the basket of an elevating work platform as the Operator. A second person shall act as Spotter to help ensure the safety of the basket Operator and the safety of any vehicular and pedestrian traffic in the area. The Spotter is to observe changing conditions, and direct activities, which could present risk to the chassis and/or the Operator. Operators must operate controls smoothly, avoiding sudden stops and starts.

Training

Carroll Community College will train employees in the use and inspection of elevating aerial platforms applicable to their job duties. This training shall be completed before an employee performs related tasks and shall be conducted by a person competent in the subject matter. The training will be refreshed at intervals stipulated by the current and applicable OSHA standard.

All third-party contractors are responsible to ensure their employees are trained, certified, and/or licensed as required by the industry standards and all applicable OSHA standards related to the scope of work.

Record Keeping and Certification

1. Safety Training records for Carroll Community College employees shall include the following:
 - a. Names of training attendees.
 - b. The dates of the training sessions.
 - c. The contents or a summary of the training sessions.
 - d. The name(s) and title(s) of person(s) conducting the training sessions.

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2. Safety Training records shall be maintained for a length of time in accordance with industry and OSHA standards.
3. All third-party contractors are responsible to maintain safety training records for their employees in accordance with industry and OSHA standards.
4. Inspection records for all elevating aerial platforms owned by Carroll Community College will be maintained in the Office of the Senior Manager of Facilities Safety, Compliance, and Training via Asset Essentials.
5. Inspection records for elevating aerial platforms will be kept for the length of ownership by Carroll Community College.

Revision Notes:

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