

WEST VIRGINIA UNIVERSITY
OFFICE of ENVIRONMENTAL HEALTH AND SAFETY

TABLE OF CONTENTS

1.0	Scope.....	2
2.0	Purpose.....	2
3.0	Definitions.....	2
4.0	Roles and Responsibilities	3
5.0	Training.....	5
6.0	Procedures.....	8
7.0	Recordkeeping	13
8.0	References.....	13
9.0	Program Review.....	13
10	Program Revisions.....	14
11	Appendices.....	14

1.0 Purpose

This document establishes procedures, objectives and administrative requirements for West Virginia University's Aerial Platform Lift program. The program has been developed to reduce the risk of physical injury or property damage in areas where Aerial Platform Lifts are in operation. The program is to comply with all applicable Occupational Safety and Health Administration's (OSHA) and ANSI standards.

2.0 Scope

This program applies to the operation of all owned or rented Aerial Platform Lifts by WVU employees. Examples of Aerial Platform Lifts include vehicle or (trailer) mounted aerial lift/bucket trucks, vertical personnel lifts, scissor lifts, articulating boom aerial lifts, man lifts, and extendable/telescoping aerial lifts.

3.0 Definitions

- **Articulating Boom aerial lifts**— An aerial device with two or more hinged boom sections. They are designed to reach up and over obstacles.
- **Anchorage** – A secure point of attachment to be used with personal fall protection equipment.
- **Man Lift**– Portable serial device that lifts vertically, but not horizontally. They are usually lightweight and designed for one operator to use indoors.
- **Scissor Lift**- An aerial deice that lifts straight up and down, but not horizontally.
- **Extendable/ telescoping aerial lift** –Aerial lift with and extensible or telescopic boom. They are designed to reach vertically and/or horizontally.
- **Vehicle mounted aerial lift/ bucket truck** – The lift platform is an integral part of an over the road vehicle.
- **Aerial Platform** – A mobile device that has an adjustable position platform, supported from ground level by a structure.
- **Aerial Platform Lift Operator** – A WVU employee who has successfully completed a combination of classroom training, hands on training, and an operational evaluation.

- **Certified Operator--** Certification of aerial platform lift operators at WVU is a two-step process consisting of formal-classroom training and practical-hands on training which includes an evaluation.
- **Competent Trainer--** An employee who has successfully completed a Train-The-Trainer or equivalent type of training program and is familiar with the type of aerial platform lift in their department. Also, a contractor or equipment vendor who has experience training aerial platform lift safety and operation and is familiar with the equipment is also permitted to be a Competent Trainer.
- **Divisional Campuses** – the WVU institutions and related entities located outside of the main WVU campus (Morgantown).
- **EHS** – Environmental Health and Safety Department
- **Guardrail System** – A vertical barrier primarily intended to protect personnel falling to lower levels.
- **Outriggers** – Devices that increase the stability of the aerial lift platform and that area capable of lifting and leveling the aerial platform lift.
- **Qualified mechanic** – One who, by position of a recognized degree, certificate, or professional standing, or by extensive knowledge, training, and experience, has successfully demonstrated competence on specific aerial platform lift types.
- **Rated Work Load** – The designated capacity of the aerial platform lift as specified by the manufacturer.
- **Stabilizers** – Devices that increase the stability of the aerial lift platform but are not capable of lifting or leveling the aerial platform lift.
- **SHE** – Safety and Health Extension
- **WVU Management** – West Virginia University employees who act in a supervisory capacity.

4.0 Roles and Responsibilities

The Aerial Platform Lift Program roles and responsibilities are identified in the following sections and play an important role in safety at WVU. The success of the program relies on the WVU employees adhering to and following program requirements.

4.1 Environmental Health and Safety (EHS)

- Design, develop, maintain and revise as needed the Aerial Platform Lift Safety Program at WVU.
- Provide guidance to WVU employees concerning regulatory requirements regarding Aerial Platform Lift safety.
- Provide guidance to departments on Aerial Platform Lift training requirements.
- Provide Aerial Platform Lift training outline and curriculum.
- Provide formal (classroom) Aerial Platform Lift training.
- Maintain Aerial Platform Lift training records
- Provide Aerial Platform Lift certification.
- Conduct periodic inspections.
- Provide Aerial Platform Lift Train-the-trainer sessions for WVU supervisors
- Audit Aerial Platform Lift program as needed

4.2 Safety and Health Extension (SHE)

- Assist EHS in the development and revisions of the Aerial Platform Lift program.
- Develop curriculum and conduct periodic formal (classroom) Aerial Platform Lift training.
- Provide EHS with training documentation including: outlines, sign in sheets, training materials and power points.
- Conduct Aerial Platform Lift train-the-trainer classes.
- Provide guidance to WVU employees concerning questions regarding Aerial Platform Lift safety.
- Inform EHS regarding any questions pertaining to Aerial Platform Lift safety.
- Conduct periodic inspections.

4.3 WVU Management

- Be informed and knowledgeable of the contents of this program and its application to areas of responsibility and authority.
- Assign knowledgeable individuals to act as Aerial Platform Lift supervisors **or**;
- Contract out practical (hands on training) and evaluations with Competent Trainers.
- Ensure that all Aerial Platform Lift operators attend formal (classroom) and practical (hands-on) training provided by either WVU EHS/SHE or other Competent Trainers.
- Ensure appropriate Aerial Platform Lifts are used as related and required for work area needs.
- Verify that Aerial Platform lift operators comply with all provision of this program
- Maintain and/or provide Aerial Platform Lifts in proper working order.
- Enforce rules related to the safe and proper operation of any Aerial Platform Lift.

- Ensure employees are provided with and use appropriate personal protective equipment (PPE).
- Place Aerial Platform Lift's in preventative maintenance program.
- Contact EHS with any Aerial Platform Lift related questions or concerns.

4.4 Aerial Platform Lift Supervisor

- Complete train-the-trainer course.
- Notify department operators of periodic classroom training.
- Provide practical (hands-on) Aerial Platform Lift training to department Aerial Platform Lift operators within 30 days of completion of formal (classroom) training.
- Provide EHS with sign-in sheets and training materials for practical (hands-on) training classes.
- Take all Aerial Platform Lifts out of service that fail to pass pre-use inspections and anytime and identified safety issues arises.
- Provide refresher training to department Aerial Platform Lift operators at a minimum of every three years or as specified in section 5.3 Refresher Training.

4.5 Employees

- Attend required Aerial Platform Lift training.
- Follow guidelines and practices outlined in this WVU Aerial Platform Lift safety program.

5.0 Training

Aerial Platform Lift training must be completed prior to any use of an aerial platform lift. Certification of aerial platform lift operators at WVU is a two-step process consisting of both formal-classroom and practical (hands-on) training.

5.1 Formal training (Classroom)

Formal training will be organized and scheduled by EHS. SHE will provide instructors for the training. Training will consist of:

- The purpose, use, and locations of manuals
- A pre-start inspection
- Responsibilities associated with problems or malfunctions affecting the operation of the aerial device
- Prohibition of overriding safety devices except as approved by the manufacturer

- That secondary operating systems shall not be used for purposes other than test or recovering the work platform
- Factors affecting stability
- Purpose of placards and decals
- Workplace inspection
- Applicable safety rules and regulations
- Authorization to operate
- Securing the aerial device from unauthorized use
- Operator warning and instructions
- Application of fall arrest systems for aerial platform lifts
- Stowing the aerial device for transport and precautions related to moving the aerial platform lift.

5.2 Practical Training (Hands-On)

Practical training will be provided by a Competent Trainer which is an Aerial Platform Lift supervisor that has completed the train-the-trainer Aerial Platform Lift course or a contractor or equipment vendor who has experience training aerial platform lift safety and operation and is familiar with the equipment to be utilized at WVU. The training will be specific to the Aerial Platform Lift and the work setting where the Aerial Platform Lift will be operated. The training will consist of:

- Location of the manuals
- Pre-use inspection
- Manufacturers warning and instructions
- The purpose and function of all controls
- Safety devices and characteristics specific to the aerial device
- Actual operation of the aerial device. Under the direction of a qualified person, the trainee shall operate the aerial device for a sufficient period of time to demonstrate proficiency in the operation of all control functions of the aerial device and safe use at operating height and reach.
- Battery charging or refueling procedures
- Stowing the aerial device for transport and precautions related to moving the aerial platform lift.

5.3 Refresher training

Refresher training will be conducted to ensure that the operator has the knowledge and skills needed to operate the Aerial Platform Lift safety. The training may consist of both the formal and practical training. The training will be conducted every three years **and** when:

- Improper use of aerial platform lift is observed
- Accident has occurred during Aerial Platform Lift use

- Serious Near Miss has occurred
- Workplace hazards involving an aerial platform lift are discovered, or
- A different type of Aerial Platform lift is used

Each retrained Aerial Platform Lift operator will receive a new certificate which will include the name of the operator, the date of their training, the date of their evaluation, and the identity of the person performing the training or evaluation.

5.4 Train-the-Trainer

Train-the-trainer Aerial Platform Lift courses will be offered to all Aerial Platform Lift supervisors. Each department with Aerial Platform Lift operators must have an Aerial Platform Lift supervisor who has attended a train-the-trainer course. The train-the-trainer course will include:

- Classroom and hands on training
- Training materials
- Manufacturer requirements as outlined in the operator manual pertaining to:
 - Safe operating principals
 - Pre-use Inspections
 - Operational checks
- Worksite Inspections;
- Operator evaluation procedures
- Hands-on training
- Written exam
- Hands-on evaluation

5.5 Certification

EHS will provide a certificate to Aerial Platform Lift operators who have completed both formal and practical training provided by WVU EHS/SHE. The steps and procedures to receive a certificate are:

1. Operator completes the formal classroom training conducted by EHS/SHE.
2. Operator completes the practical hands-on training conducted by the Aerial Platform Lifts supervisor or Contractor/vendor.
3. Operator passes the practical evaluation.
4. Aerial Platform Lifts Supervisor or Department Management sends EHS his name, the name of the operator, his completed evaluation, the date of the evaluation, and the type of Aerial Platform Lifts the operator has been trained on.

5. EHS will complete the certificate and send it to the Aerial Platform Lifts supervisor or Departmental Management for distribution.
6. The certificate will be valid for 3 years unless one of the following criteria is met:
 - a. Operator was observed improperly using aerial platform lift
 - b. Operator was involved in an accident during Aerial Platform Lift use
7. The certificate will be made available upon request.

** Uncertified operators are not authorized to operate an Aerial Platform Lift. Operators must successfully re-complete all seven steps to become recertified.

6.0 Procedures

6.1 Aerial Platform Lift Inspections

a. Pre-Use Inspection (Appendix A)

Before each use, the aerial platform shall be given a visual and functional test including, but not limited to the following;

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

Aerial platform lifts shall be taken out of service until any problems or deficiencies have been corrected.

b. Worksite Inspection

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

1. Drop-offs or holes, including those covered by mud, ice, water, etc.;
2. Slopes;
3. Bumps and floor obstructions;
4. Debris;
5. Overhead obstructions and high voltage conductors;
6. Hazardous locations and atmospheres;
7. Inadequate surface and support to withstand all load forces imposed by the aerial platform lift in all operating configurations;
8. Wind and weather conditions
 - i. Do not operate aerial platform lift when wind speeds exceed manufacturer's specifications.

- ii. Do not operate when lightning is visible and/or there are no active thunderstorm warnings.
 - iii. Do not operate if there are any other weather related concerns in the forecast.
- 9. Presence of unauthorized persons;
 - 10. Presence of others in close proximity to the work;
 - 11. Any other possible unsafe conditions.

Aerial platform lifts shall be taken out of service until any problems or deficiencies have been repaired.

c. Annual Inspection

An annual inspection shall be performed on all aerial platform lifts owned by WVU every 12 months, or no later than 13 months after prior annual inspection. The inspection shall be performed by a person qualified as a mechanic on the specific make and model of the aerial platform lift or one having similar design characteristics. The inspection shall be in accordance with manufacturers' specifications. Each department shall be responsible for completing the annual inspection. Aerial platform lifts shall be taken out of service until any problems or deficiencies have been corrected.

d. Frequent Inspection

WVU shall ensure frequent inspections are performed in accordance with the manufacturers' specifications for aerial platform lifts. Aerial platform lifts that have been in service for 3 months or 150 hours, whichever is sooner or that have been out of service for a period of 3 months or longer shall be inspected. The inspection shall be performed by a person qualified as a mechanic on the specific make and model of the aerial platform lift or one having similar design characteristics. Each department shall be responsible for completing the frequent inspection. Aerial platform lifts shall be taken out of service until any problems or deficiencies have been corrected.

6.2 Maintenance

WVU departments shall establish maintenance schedules in accordance with the manufacturers' recommendations and taken into account the environment of the workplace and severity of use of the aerial platform lift. All aerial platform lift maintenance shall be performed by a qualified mechanic on the specific make and model of the aerial platform lift or one having similar design characteristics. Each department shall be responsible for conducting maintenance. Aerial platform lifts shall be taken out of service until any problems or deficiencies have been corrected.

6.3 Fuel Handling and Storage

- 1. Liquid fuels (gasoline, diesel fuel) are to be handled and stored in accordance with National Fire Protection Association (NFPA) Flammable and Combustible Liquids Code (NFPA No. 30).
- 2. Liquefied petroleum gas (LPG) are to be handled and stored in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA No. 58).

3. Fuel tanks are not to be filled while the engine is running. Spillage will be avoided. Refueling must be performed out of all buildings and away from open doors.
4. Spillage of oil and fuel must be carefully cleaned up or completely evaporated and the fuel tank cap replaced before restarting engine. Large spills shall be reported to WVU EHS.
5. No aerial platform lift is to be operated with a leak in the fuel system until the leak has been corrected.

6.4 Changing and Charging Batteries

The following safety rules should be followed when charging/changing batteries:

1. Batteries should be charged only in a battery charging area determined by WVU departments.
2. Take precautions to prevent open flames, sparks, or electric arcs in the battery charging area.
3. Smoking is prohibited. Signage must be present.
4. Wear appropriate PPE including goggles, face shield, apron and gloves when refilling batteries.
5. Material handling equipment should be provided for handling batteries.
6. Facilities must provide for:
 - a. Flushing and neutralizing spilled electrolyte
 - b. Fire protection
 - c. Protecting charging apparatus from damage by trucks
 - d. Ventilation for dispersal of fumes from gassing batteries.
7. A carboy tilter, siphon or equivalent should be provided for handling electrolytes.
8. Assure that vent caps are functioning. The battery (or compartment) covers(s) should be open to dissipate heat.
9. Keep tools and metallic objects away from the top of uncovered batteries.
10. When refilling batteries, acid must be poured into water; water is not be poured into acid.
11. Make sure that reinstalled batteries are properly positioned and secured in the aerial platform lift.
12. Functional eyewash stations and showers must be present in all battery refilling areas.

6.5 Safe Operating Procedures

1. Fall Protection
 - a. Guardrail systems with access gates or openings that are closed provide principle fall protection.
 - b. Occupants of the aerial platform lift shall wear either a Personal Fall Arrest System (PFAS) or a Personal Fall Restraint System (PFRS) during operation if recommended by the manufacturer and follow instructions regarding proper anchorage.
 - i. If the aerial platform lift is equipped with anchor points fall protection training must be completed prior to use.
 - c. Do not lean, climb outside the guardrail system.
 - d. Stand firmly on the platform at all times.
 - e. Do not use planks, ladders, or other devices as working position.
 - f. Do not tie off to adjacent structures or poles.
2. Deployment of Stability Enhancing Means
 - a. Aerial platform lifts equipped with stabilizing devices shall be used as required by the manufacturer.
 - b. Do not use other objects to steady or improve the stability of the aerial platform lift.
3. Distribution of Load
 - a. Aerial lift platforms or any part of the extensions shall not exceed manufacturer's rated load capacity.
 - b. Rated capacities and number of occupants shall not be exceeded.
 - c. All tools and materials shall be evenly distributed and secured during transport.
 - d. Loads shall be calculated by adding the weight of the workers, tools, and/or materials.
4. Overhead Clearance
 - a. Ensure adequate clearance is maintained from overhead objects.
 - b. Follow manufacturers' recommendations for adequate clearance from any utility lines.
 - c. Operators shall follow all applicable electrical safety related work practices set forth in 29 CFR 1910 Subpart S.
5. Personal Protective Equipment (PPE)
 - a. Prior to performing a job task using an aerial platform lift, a task specific PPE Hazard Assessment shall be completed. The appropriate PPE shall be worn in accordance with the PPE Hazard Assessment.
6. Work Area Precautions
 - a. Ensure work zone warnings are in place, such as cones, barricades, signs, etc. as appropriate to warn pedestrians, vehicles, or other moving equipment
 - b. Operators shall ensure the work area is clear prior to lowering the aerial platform lift.
 - c. Operators shall monitor the work environment and cease operations when potentially hazardous conditions occur during operation.

- d. Only approved aerial platform lifts shall be used in hazardous work areas.
 - e. If the aerial platform lift is prevented from normal motion due to entanglement, rescue procedures shall be implemented to remove the operator prior to freeing the lift.
 - f. Operators shall ensure no ropes, electric cords, hoses, etc. within the work area are entangled in the aerial platform lift.
 - g. The work area shall be strong enough to hold the aerial platform lift and the load.
 - h. Aerial platform lifts shall not be used on unstable supporting structures such as trucks, trailers, scaffolds, or other similar equipment unless approved in writing by the manufacturer.
 - i. Aerial platform lifts shall not be operated on slopes, grades, or ramps that exceed manufacturers' recommendations.
 - j. If the aerial lift platform is operated in an area near a bridge crane or similar equipment, the operator shall ensure precautions are taken to prevent collisions.
7. General Lift Requirements
- a. All Aerial platform lift malfunctions shall be reported immediately to the Aerial Platform Lift Supervisor. **All problems and malfunctions shall be repaired prior to continued use.**
 - b. The aerial platform lift operator will immediately stop using the lift if a potentially unsafe condition is encountered and request assistance from their supervisor.
 - c. Aerial platform lifts shall not be used as a crane or other lifting device unless authorized by the manufacturer's specifications.
 - d. Operators may only enter or exit an elevated aerial lift platform when is permitted by the manufacturer. They must follow the guidelines and instructions provided by the manufacturer.
 - e. Safety devices on aerial platform lifts shall not be altered or disabled.
 - f. Any modifications to aerial platform lifts are prohibited unless approved in writing by the manufacturer.
 - g. The manufacturer's rated horizontal force shall not be exceeded.
8. Loading and Transporting
- a. When loading and transporting aerial platform lifts to and from the jobsite both indoors and outdoors, all manufacturer's specifications regarding loading and transporting shall be followed.
9. Traveling
- a. Do not travel with the platform raised unless permitted by the manufacturer.
 - b. The operator shall limit safe travel speeds according to conditions including, but not limited to visibility, congestion, slope, support surface, and location of other personnel.
 - c. The operator shall maintain a clear view of the driving surface and travel route.
 - d. The operator shall ensure all personnel in the work area are aware of any movement of the aerial platform lift.

- e. A safe distance shall be maintained from any obstacles or other hazards to ensure safe travel.
 - f. Stunt driving and/or horseplay shall not be permitted.
10. Securing the Aerial Platform Lift
- a. Departments shall develop and inform aerial platform lift operators of methods of securing the lift from unauthorized use.
 - b. The operator will secure the aerial platform lift to prevent use by an unauthorized person.

7.0 Recordkeeping

- All training records provided by WVU EHS/SHE will be maintained by WVU EHS.
 - Trainers must send all training information including sign-in sheets, training materials and outlines to EHS within 24 hours of the training.
- Training records provided by Competent Trainers other than WVU EHS/SHE will be maintained by the individual departments.
- Pre-use inspections will be maintained by department supervisors for one year.
- Annual and frequent inspections of Aerial Platform Lifts will be kept by the department for the entire ownership of the lift. All repair and maintenance records will also be kept for the entire ownership of the aerial platform lift.
- Operator evaluations (Appendix B)
 - Will be performed by aerial platform lift supervisors and sent to Environmental Health and Safety. These records will be kept for 3 years.
- Aerial Platform Lift operators must have a current certification to operate a lift and be able to provide the certification upon request.
- All records pertaining to Aerial Platform Lifts shall be made available to WVU Administration or OSHA representatives upon request.

8.0 References

- ANSI/SAIA A92.2 – Vehicle-Mounted Elevating and Rotating Aerial Devices
- ANSI/SAIA A92.3 – Manually Propelled Elevating Aerial Platforms
- ANSI/SAIA A92.5 – Boom-Supported Elevating Work Platforms
- ANSI/SAIA A92.6 – Self-Propelled Elevating Work Platforms
- 29 CFR 1910.67 – Vehicle-Mounted and Rotating Work Platforms
- 29 CFR 1910.269 – Electric Power Generation, Transmission and Distribution
- 29 CFR 1926.21 – Safety Training and Education
- 29 CFR 1926.453 – Aerial Lifts
- 29 CFR 1926.502 – Fall Protection Systems Criteria and Practices

9.0 Program Review

- The WVU Aerial Platform Lift Program will be reviewed as necessary by Environmental Health and Safety, Safety and Health Extension, and WVU Management.
- The program will be updated and changed as needed in response to concerns of management and employees, or changes to code regulations.

10. Program Revisions

- Any revisions to the WVU Aerial Platform Lift program will include an explanation for the change needed and how it will affect the current adopted program.
- Changes to the current WVU Aerial Platform Lift program will include the changes from the last revision.

11. Appendices

AERIAL LIFT PRE-USE INSPECTION CHECKLIST	
Operator Name (print):	Department:
Unit Type (check appropriate): <input type="checkbox"/> Scissor Lift <input type="checkbox"/> Articulating Boom <input type="checkbox"/> Man Lift <input type="checkbox"/> Other: _____	Date: Location of Use:

	UNIT INSPECTION ITEM AND DESCRIPTION	PASS	FAIL	N/A
1	The manufacturer's operations manual is stored on the unit			
2	Operating and emergency controls are in proper working condition (including emergency stop mechanism)			
3	Functional platform drive controls are in proper working condition			
4	Emergency lowering mechanism operates properly			
5	Lower operating controls successfully override the upper controls			
6	Both upper and lower controls are adequately protected from inadvertent operation			
7	Control panel is clean and all buttons/switches are clearly visible			
8	All switch and mechanical guards are in good condition and properly installed			
9	All safety indicator lights work			
10	All drive controls function properly and are accurately labeled			
11	Motion alarms function properly			
12	Safety decals are in place and readable			
13	All guard rails are sound and in place, including basket chains			
14	Work platform and extension slides are clean, dry, and clear of debris			
15	Models with platform extensions: slides in and out freely with functioning safety locking pins			
16	Inspect for defects, including cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harness, etc.			
17	Tires and wheels are in good condition with adequate air pressure if pneumatic			
18	Braking devices are operating properly			
19	Oil level/Hydraulic Oil Level/Fuel Level/Coolant Level is acceptable			
20	Battery Charge is acceptable			
21	Outriggers in place or functioning and associated alarms working			

Safety Precautions to Consider/Have/Be Aware Of	Check to Confirm
Personal Protection in use (harness, lanyard, hardhat, etc.)	
See manufacturer guidelines for use in windy conditions (always lower if lift begins to rock in the wind)	
Floor/ground conditions: drop offs, holes, uneven surfaces, and sloped floors	
Housekeeping: debris, floor obstructions, cords, construction materials and supplies	
Location of electrical power cables or panels (keep minimum 10 ft. away) Contact Facilities Management Department for guidance on larger lines or wet conditions.	
Look for chemical lines, gas lines, drain lines, and utilities	
Location of overhead obstructions	
DO NOT exceed load capacity	
Watch for vehicular and pedestrian traffic (set up barricades if necessary)	

If the Aerial Lift fails any part of this inspection, remove the key and report the problem to your supervisor. DO NOT operate. Submit completed checklist to your supervisor.

Aerial Platform Lift Operator Evaluation (Appendix B)

NAME OF OPERATOR: _____ DATE: _____

NAME OF EVALUATOR: _____ DEPARTMENT: _____

AERIAL PLATFORM LIFT MAKE & MODEL: _____

Each Aerial Platform Lift Operator is required to be evaluated by a competent person prior to their initial use of the aerial platform lift and once every three years thereafter. If the evaluator believes that the operator's skills are inadequate, additional training may be required. This evaluation is valid only for the aerial platform lift listed above.

PASS	FAIL	N/A	PLANNING AND PREPARATION	PERFORMANCE MEASURE
			Determine aerial platform specifications match the intended job task	Verify unit specifications with supervisor
			Verify rated capacity of the platform to be used	No exceptions
			Check work site conditions, indoors & outdoors (e.g., weather)	Identify all real and potential physical health hazards
			Discuss scope of work and job hazards with supervisor	No exceptions
PASS	FAIL	N/A	HAZARDS AND SAFETY CONSIDERATIONS	PERFORMANCE MEASURE
			Identify the primary aerial platform lift operator	Only one person to operate the primary controls
			Identify back up operator/s	Know emergency procedures & lowering operation
			Check work surface slope, conditions, weight limits	Verify conditions are within manufacturer's limits
			Check travel route and approach clearances	100% accuracy
			Identify overhead electric hazards and safe distances	Verify safe clearances or LOTO is in place
			Ensure clearance with overhead obstructions	Headroom clearance is 2 times max height of crew
			Establish a safe work zone via barricades	Restrict and control pedestrian traffic
			Ensure use of PPE and fall protection equipment	Don safety shoes, glasses, hard hat and fall protection
			Check fall protection anchorage points	No exceptions
PASS	FAIL	N/A	PRE-OPERATION CHECK	PERFORMANCE MEASURE
			Ensure manufacturer's manual is on the unit	Understand manufacturer's manual, Zero exceptions
			Ensure fire extinguisher is on board or at job site	No exceptions
			Read placards, warnings and control markings	Read all Placards, warnings and control markings
			Verify platform load is within rated capacity	Adhere to manufacturer guidance
			Check tires, rims and axles	Adhere to manufacturer guidance
			Check platform ladders, hand rungs, fasteners	Adhere to manufacturer guidance
			Check platform structure, guard rails, gates, chains, locks	Adhere to manufacturer guidance
			Check all fluid levels, belts, chains, cables	Adhere to manufacturer guidance
			Check electric systems, components and batteries	Adhere to manufacturer guidance
			Check hydraulic/pneumatic systems and components	Adhere to manufacturer guidance
			Check battery meter or fuel gauge and movement alarms	Adhere to manufacturer guidance
			Check pothole protectors and out of level warnings	Adhere to manufacturer guidance
			Start engine, check emergency alarms, and horn	Adhere to manufacturer guidance
			Perform all aerial platform functional checks	Adhere to manufacturer guidance
			Charge DC power units as necessary	Adhere to manufacturer guidance
			Replace LPG fuel tank as necessary	Adhere to manufacturer guidance
PASS	FAIL	N/A	OPERATIONAL SKILLS	PERFORMANCE MEASURE
			Mount and dismount safely, use fall protection	Adhere to manufacturer guidance
			Drive and creep/inch forward and reverse	Move 10 feet in a driving mode and creep 1 foot
			Turn 360 degrees right and left	Minimum disturbance of aerial platform attitude
			Operate from the upper and lower stations	Adhere to manufacturer guidance
			Verify unit balance, stability and attitude	Adhere to manufacturer guidance
			Deploy/setup and store outriggers	Adhere to manufacturer guidance
			Boom up and down, in and out	Minimum disturbance of aerial platform attitude
			Rotate/swing 360 degrees in each directions	Minimum disturbance of aerial platform attitude
			Operate emergency controls with and without power	Adhere to manufacturer guidance
PASS	FAIL	N/A	SECURE THE AERIAL UNIT AND WORK AREA	PERFORMANCE MEASURE
			Secure the unit and work area in a safe manner	Adhere to manufacturer guidance

Operator's Signature: _____ Evaluator's Signature: _____ Date: _____