AERIAL WORK PLATFORM SAFETY PROGRAM
January 30, 2017

A. SCOPE AND APPLICATION

The Aerial Work Platform Safety Program is established in accordance with 29 CFR 1910.67, Vehicle-Mounted Elevating and Rotating Work Platforms, ANSI Standard A92.5, Boom-Supported Elevating Work Platforms, ANSI Standard A92.6, Self-Propelled Elevating Work Platforms, and operator manuals which describes the requirements for inspection and safe use of aerial work platforms.

B. COMPLIANCE

This program applies to all University of Nevada, Las Vegas (UNLV) employees and students who operate, ride in, or service and maintain aerial work platforms at UNLV.

C. DEFINITIONS:

(1) Aerial Work Platform (AWP) – refers to vehicle mounted and free standing lifts to include aerial work platforms, scissor lifts and boom lifts.

(2) Qualified Person – one who, by possession of a recognized degree, certificate, or professional standing, or by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

D. DUTIES AND RESPONSIBILITIES

(1) **Risk Management and Safety (RMS)**

a. Establish the Aerial Work Platform Safety Program.

b. Provide initial and refresher training (as needed).

c. Certify individuals as AWP operators.

d. Approve operators as certifying officials.

e. Investigate incidents involving AWPs and recommend corrective action.

f. Assist departments, when requested, perform personal protective equipment (PPE) Assessments to determine the (PPE) required while using AWPs.

g. Disseminate information concerning changes to PPE standards.

(2) **Department Managers and Supervisors**

a. Implement the AWP Safety Program.

b. Schedule time for the following:

i. Fall protection training for those ride on, but will not operate AWPs.

ii. AWP Training/certification for new operators at UNLV.

iii. Refresher operator training.

c. Take appropriate corrective action, including refresher training, following accidents or when AWPs were observed being operated unsafely.

d. Receive calls and act on information from operators when potentially hazardous conditions are found during jobs in progress involving the safe use of AWPs.

e. Identify an AWP Department Point of Contact (AWP – POC).

f. Request that RMS evaluate and approve individuals who will be performing AWP certifications for their respective departments.

g. Provide full body harness and lanyard/lifeline to employees, at no cost, who will operate, ride in or work from boom lifts.

h. Provide additional PPE to employees, at no cost, that will protect them from the other hazards encountered on the job.

i. Request assistance from RMS, as needed, to perform PPE assessments and identify the appropriate PPE for the job tasks identified in D (2) h above.

j. Design work projects so that AWP operators and workers do not have to leave the platform to complete job requirements.

(3) **AWP Operators**

a. Complete UNLV AWP training course and hands-on certification.

b. Complete Pre-Operational and Function checks before use each day or at the beginning of each shift and turn in inspection reports (Appendix A – D) to the department AWP – POC for the equipment being used.

c. Stop work immediately and call supervisor when deficiencies are found, or potentially hazardous conditions develop during AWP use.

d. Record discrepancies identified in D (3)c on the appropriate inspection form and turn in to the department AWP – POC.

e. Review operator manual and know the information for the specific equipment that they will operate.

f. Inspect all PPE prior to use and bring defective PPE to supervisor for repair or replacement.

g. Always wear a full body harness and lanyard/lifeline whenever entering a boom lift platform and all other PPE specified for the job and the equipment being used. PPE should be worn properly according to manufacturer's instruction.

h. Perform the following steps for safe operation:

i. Conduct worksite and travel route inspections to identify and eliminate (if possible) or avoid operational conditions and hazards that may affect safe operation.

ii. Operate AWPs safely; in accordance with all motor vehicle laws and conditions encountered.

iii. Operate with feet placed on platform floor and body positioned within the guardrail system. Job tasks should be completed from the platform.

iv. Stay within the rated capacity of the AWP and place these items where they will not create a hazard.

v. Identify the area below the AWP using appropriate barriers, cones, etc. to warn pedestrian and/or vehicular traffic.

vi. Handle fuels safely and perform battery charging in accordance with Section F of this program.

. (4) **AWP Workers**

a. Complete UNLV Fall Protection Training.

Note: AWP workers are <u>not authorized</u> to operate AWPs.

b. Inspect all PPE prior to use and bring defective PPE to supervisor's attention for repair or replacement.

c. Always wear a full body harness and lanyard/lifeline whenever entering a boom lift platform and all other PPE specified for the job and the equipment being used. PPE should be worn properly according to manufacturer's instruction.

d. Ride and work on AWPs with feet placed on platform floor and body positioned within the guardrail system. Job tasks should be completed from the platform.

e. Stay within the rated capacity of the AWP and place these items where they will not create a hazard.

(5) **AWP Department Point of Contact**

a. Receive completed Pre-Operational and Function Check reports from operators for department owned or rented equipment.

b. Schedule equipment for servicing and maintenance and track the correction of discrepancies identified on inspection reports.

c. Schedule annual inspections through Vehicle Repair Services.

d. Lockout and remove AWPs from service that are not in safe operating condition.

(6) **Vehicle Repair Service Staff**

a. Complete AWP training and certification.

b. Ensure the following is done for all AWPs:

i. Work is accomplished by a qualified person.

ii. Annual inspections, maintenance and repairs are completed.

iii. Maintenance/repairs are documented on service and repair records.

iv. Service and repair records include the following:

a) Date of service or repair.

b) Description of work being done.

c) Name of person(s) performing service or repair.

v. Replacement components and parts are approved by the manufacturer and equivalent to those in the original design.

c. Submit requests for modifications to AWPs and installation of additional components to the manufacturer for review and approval.

E. MODIFYING AND MARKING AERIAL WORK PLATFORMS

(1) Modifications and additional components that affect the capacity and/or safe operation shall not be made without written approval from the manufacturer.

(2) Request for written approval from the manufacturer shall only be submitted by Vehicle Repair Services.

(3) Modifications shall be installed by a qualified person.

F. REFUELING AND CHARGING LIFTS

(1) AWP refueling will be done outside and away from flames and spark producing equipment.

(2) AWP battery charging will also be done outside whenever possible.

(3) If absolutely necessary to charge AWP batteries inside a building, the area selected for this purpose must have:

i. Local ventilation and/or room ventilation turned on.

ii. Outside building door left open if other ventilation is not available.

iii. Battery compartment door open or battery covers removed for box style compartment.

iv. No flame or spark producing equipment present.

v. Combustible storage kept a minimum of three feet from the battery charging area.

vi. A 4A:20 B-C or larger extinguisher located within 20 feet of the battery charger.

vii. Absorbent material available to contain/clean up battery acid spills.

viii. Appropriate PPE to protect the eyes, face and hands when adding water to batteries.

G. TRAINING AND PERFORMANCE EVALUATION

(1) Operators must attend UNLV classroom training and successfully complete certification at UNLV prior to operating AWPs.

(2) Individuals that ride/work from boom lifts, but will not operate equipment, are required to complete Fall Protection Training.

(3) Operator trainees should be given time to practice, if needed, prior to completing the certification evaluation.

(4) Operator trainee practice sessions will only occur under the direct supervision of a “designated person” who has the knowledge, training, and experience to evaluate their competence.

(5) Operator trainee practice sessions will be conducted in areas that do not pose a danger to people or could cause property damage.

(6) Course instruction and equipment certifications will be conducted by individuals who have the knowledge, training, and experience to train new operators and/or evaluate operator competence.

(7) Refresher Training may be required when:

a. Operators have been observed operating AWPs unsafely.

b. Operators have been involved in accidents or near-miss incidents.

c. New or different equipment will be used.

H. APPENDICES

Appendix A – Pre-Operational Check (all types of AWPs)

Appendix B – AWP Function Check

Appendix C – Scissor Lift Function Check

Appendix D – Boom Lift Function Check

Appendix A

UNIVERSITY OF NEVADA LAS VEGAS

Pre-Operational Check
(Power Turned Off)

Name: _____ **Dept:** _____

Date: _____ **Make:** _____

Serial #: _____

Checklist Items	Operational Yes	Operational No	Comments
Outside			
Door/Hinges/Latches	☐	☐	
Structural Components	☐	☐	
Nuts/ Bolts/ Fasteners	☐	☐	
Outriggers	☐	☐	
Leveling Jacks/Foot Pads	☐	☐	
Chassis Trays	☐	☐	
Ground Controls	☐	☐	
Wheel/Tire Assembly	☐	☐	
Cylinders/Chains	☐	☐	
Boom Sections	☐	☐	
Turret Bearing & Pinion	☐	☐	
Wiring	☐	☐	
Light Covers	☐	☐	
Hydraulic Fluid/Engine Oil	☐	☐	
Fuel Tank/Fuel Level	☐	☐	
Battery	☐	☐	
Grounding Strap	☐	☐	

Appendix A
Pre-Operational Check (continued)

Platform Position			
Safety Information	☐	☐	
Platform Assembly/Gate/Chain	☐	☐	
Joy Stick/Cable/Platform Controls	☐	☐	
Foot Switch	☐	☐	
Instrument Panel	☐	☐	
Decals/Labels/Capacity Plates	☐	☐	
Platform Extension	☐	☐	

Appendix B

AWP Function Check

Name: _____ **Dept:** _____

Date: _____ **Make:** _____

Serial #: _____

Notes: When performing any functional check:

1. To start the check, the AWP should be on a level surface, free from overhead obstructions and adequate clearance to the front, back and sides.
2. Move all parts and extend all sections to their highest positions.
3. If the component **does not work** as designed, immediately shut down the lift, remove the key and notify your AWP – POC.

Checklist Items	Operational Yes	Operational No	Comments
Outside AWP			
Setup and Start	☐	☐	
Outrigger Installation	☐	☐	
Outrigger Interlock Check	☐	☐	
Emergency Stop Check	☐	☐	
Auxiliary Platform Lowering Check	☐	☐	
Emergency Lowering Check	☐	☐	
On AWP Platform			
Platform Raise/Lower	☐	☐	

Appendix C

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Scissor Lift Function Check

Name: _____ **Dept:** _____

Date: _____ **Make:** _____

Serial #: _____

Notes: When performing any functional check:

1. To start the check, the scissor lift should be on a level surface, free from overhead obstructions and adequate clearance to the front, back and sides. Engine/motor should be stopped and controls set to the neutral position.
2. Move all parts and extend all sections to their highest positions.
3. If the component **does not work** as designed, immediately shut down the lift, remove the key and notify your AWP – POC.

Checklist Items	Operational Yes	Operational No	Comments
Outside Scissor Lift – Ground Control			
Emergency Stop Check	☐	☐	
Raising Lift	☐	☐	
Pothole Guard, Safety Arm and Scissor Sections Check	☐	☐	
Lowering Lift	☐	☐	
Emergency Lowering Check	☐	☐	
On Scissor Lift – Platform Control			
LED Display/Battery Condition	☐	☐	
Emergency Stop Check/Horn Check	☐	☐	
Functional Enable Switch Check	☐	☐	
Raise/Lower Platform	☐	☐	
Steering Check (Left/Right)	☐	☐	
Driving Check (Forward/Reverse)	☐	☐	

Appendix D

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Boom Lift Function Check

Name: _____ **Dept:** _____

Date: _____ **Make:** _____

Serial #: _____

Notes: When performing any functional check:

1. To start the check, the boom lift should be on a level surface, free from overhead obstructions and adequate clearance to the front, back and sides. Engine/motor should be stopped and controls set to the neutral position.
2. Move all parts and extend all sections to their highest positions.
3. If the component **does not work** as designed, immediately shut down the lift, remove the key and notify your AWP – POC.

Checklist Items	Operational Yes	Operational No	Comments
Outside Boom Lift – Ground Control			
Engine Start/Emergency Stop Check	☐	☐	
Jib Raise	☐	☐	
Platform Rotate	☐	☐	
Main Boom Raise	☐	☐	
Turret Rotate	☐	☐	
Tower Boom Raise/Extend/Retract	☐	☐	
Tower Boom Lower	☐	☐	
Main Boom Retract	☐	☐	
Main Boom Lower	☐	☐	
Auxiliary Power/Jib Lower Check	☐	☐	

Appendix D – continued

On Boom Lift – Platform Control			
Engine Start/Lights	☐	☐	
Emergency Stop Check/Horn Check	☐	☐	
Jib Raise	☐	☐	
Platform Rotate	☐	☐	
Main Boom Raise	☐	☐	
Main Boom Extend	☐	☐	
Turret Rotate	☐	☐	
Tower Boom Raise/Extend/Retract	☐	☐	
Tower Boom Lower	☐	☐	
Main Boom Retract	☐	☐	
Main Boom Lower	☐	☐	
Steering Check (Left/Right)	☐	☐	
Driving Check (Forward/Reverse)	☐	☐	