

# Aerial Lift Safety Policy Manual

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## **I. INTRODUCTION**

The purpose of this manual is to define the requirements for safely operating an aerial lift device on the Goucher College campus. All employees, students, and contract personnel shall operate these devices in accordance with this policy.

## **II. REGULATORY AUTHORIZATION**

This policy is based on conformance with the Occupational Safety and Health Act of 1970. More specifically it meets or exceeds OSHA 29 CFR 1926.453 Aerial Lift, OSHA 29CFR 1926.67, Vehicle Mounted Elevating and Rotating Work Platforms and OSHA 29 CFR 1910.66, App C, Fall Arrest Systems.

## **III. SCOPE**

This policy shall cover all Goucher-owned aerial lift devices used on the Goucher College campus and all staff, students, and contractors who operate the lifts under the direct supervision of a designated Goucher College employee. An aerial Lift device is defined as any device, vehicle mounted or manually propelled, telescoping or articulating, or both, which is used to position personnel above six feet in height. Examples of aerial lift devices are specified in OSHA 29 CFR 1926.453 and OSHA 29CFR 1926.67.

## **IV. POLICY**

All departments with aerial lift devices shall ensure that all operators are trained and certified in the safe operation of aerial lifts in accordance with this policy, the manufacturer's recommendations, and OSHA CFR 1926.453 and OSHA 29 CFR 1926.67 and that these devices are maintained in accordance with the manufacturer's recommendations and sound safety practices. Contractors not under direct supervision of Goucher College staff are responsible for the inspection of their own equipment and the training and certification of their own operators in conformance with this policy and OSHA CFR 1926.453 and OSHA 29 CFR 1926.67. Proof of conformance shall be required.

## **V. RESPONSIBILITIES**

### **A. Training**

All employees and students who operate an aerial lift device shall be trained in the safe operation of the specific device they will operate. This training will be provided by the Safety Officer, an authorized and qualified in-house staff member, or an outside qualified trainer. This training will include, but not be limited to:

1. Classroom training on the specific aerial lift device and the proper use of fall arrest harness.
2. A hands-on test to prove competency
3. Instructions on pre-use inspection
4. Record keeping requirements

Training must conform to all OSHA requirements. A training course syllabus is available on request.

All employees who receive training will be issued a personal wallet size license card stating the equipment he/she is authorized to operate, the signature of the trainer and the expiration date of the license.

The trainer will submit documentation to the employee's supervisor verifying that the employee has successfully completed the training. Each employee will fill out and sign the form entitled "Operating Manual Acknowledgement Form and Training Record" (see Appendix A of this policy and return it to his/her supervisor.) These documents will be forwarded to the Department of Human Resources, which will maintain a copy of the records in the employee's personnel file for three years. The employee's supervisor will also maintain records of training for three years. The department chair or designee will maintain student training records.

Refresher training is required on an annual basis, whenever a new or different type of aerial lift device is purchased, whenever the employee demonstrates a need for retraining, or when new personnel are hired.

A copy of the manufacturer's operating and maintenance manual shall be kept in a pouch or compartment on the aerial lift device so that the operator may consult the manual.

### **B. Equipment Security**

If the aerial lift device is accessible to others, the key shall be removed and returned to the supervisor. If the key is to be left in the device, the aerial lift must be locked in a secure area in order to prevent unauthorized use.

### **C. Changes or Modifications to Original Equipment Design**

No change or modification to the OEM's design shall be made without the written permission of the manufacturer and the Goucher College Safety Officer. This written permission from the manufacturer shall be kept on file in the equipment records.

## D. Personal Protective Equipment

A fall arrest harness and **hardhat** shall be worn at all times when operating an aerial lift device. The campus Safety Officer should be consulted on a case-by-case basis to determine if additional personal protective equipment or other safety equipment is required when operating the aerial lift.

## E. Maintenance of Equipment

The department chair or director shall ensure that all aerial lift devices are maintained in accordance with the manufacturer's recommendations. All maintenance and inspection records, including pre-use inspection records shall be maintained by the responsible department for as long as the College owns the equipment. These records shall physically be maintained on site of the responsible department.

A qualified inspector shall make an annual inspection. A copy of the inspection form and a certification document will be provided by the inspector and will be retained in the equipment file. Any aerial lift device not inspected annually or inspected and found to not be in proper operating condition shall be immediately taken out of service and reported to the appropriate departmental supervisor. The aerial lift device may be placed into service only after the necessary repairs have been made and/or the annual inspection has been successfully completed.

The operator(s) shall perform pre-use inspections on the aerial lift device and fall arrest harness using one of the forms attached as Exhibits B-E to this policy. Such forms will be maintained by the responsible department in the equipment file. The operator(s) shall also conduct a work area inspection to ensure that the area in which the device will be operated is free of unsafe conditions, such as debris, floor or overhead obstructions, or the presence of unauthorized personnel.

## D. Contractors

Departments are responsible for conveying certain information to contractors who use Goucher College owned aerial lift devices to ensure compliance with this policy, OSHA Standards, and safety on college property. The following criteria shall be met when contractors operate college aerial lift devices:

1. Only employees of contractors who are approved to perform work on Goucher College property may be permitted to borrow aerial lift devices.
2. The employee of the Contractor must review and sign the form entitled "Goucher Aerial Device Use Waiver and Indemnification Agreement" (See Appendix F).
3. The contracting company must be informed that only operators with OSHA compliant training may operate or work on Goucher College aerial lift devices.
4. The device shall be inspected by the contractor along with a Goucher College staff person both before and after use. Any discrepancy must be noted after either inspection.
5. The Contractor shall be responsible for his employee's personal protective equipment as necessary to be used by aerial lift operating personnel.
6. The contractor's employee must at all times adhere to these policy regulations.

## VI. REFERENCES

1. OSHA 29CFR 1910. Subpart F, General Industry Standard
2. OSHA 29CFR 1926.453, Aerial Lifts
3. OSHA 29 CFR, 1926.67, Vehicle Mounted Elevating and Rotating Work Platforms
4. OSHA 29CFR 1910.66, App C, Fall Arrest Systems

## VII. APPENDIX A

Operating Manual Acknowledgement Form and Training Record:

By signing this document I certify that I have received a copy of the policy manual for the aerial lift device shown below and have been trained in its safe operation. I understand that it is my responsibility to review and understand the safe operation of this device based on the training I received and the manufacturer's recommendations. I understand that if, at any time, I have questions about the safe operations of this equipment, I may contact the college Safety Officer, my supervisor, or the manufacturer to obtain answers to my questions.

Aerial Lift Device Make: \_\_\_\_\_

Aerial Lift Device Model: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Department: \_\_\_\_\_

User/Operator's Signature: \_\_\_\_\_

Date of Training: \_\_\_\_\_

## VIII. APPENDIX B:

Safety and Operational Checks (Prior To Each Use) Geni Aerial Lift, Model AWP-30, 300# Capacity, 30' Lift Height:

Report any problems or malfunctions to your SUPERVISOR.

	<b>OK</b>	<b>Needs Correction</b>
<b>Base</b>		
Check each caster.		
Check outriggers.		
<b>Lift Cylinder Mechanism</b>		
Check for hydraulic leaks.		
Check electrical extension cord and plug.		
<b>Mounting Ladder</b>		
Check ladder rungs and side rails.		
<b>Work Platform</b>		
Check all vertical and horizontal handrail sections.		
Check entry closure rail or chain.		
<b>Lift Controls</b>		
Test lift raise control.		
Test lowering control.		
<b>Safety Restraint</b>		
Inspect safety harness.		
Inspect safety lanyard.		

Signature \_\_\_\_\_ Date \_\_\_\_\_

Report any needed repairs or discrepancies to your supervisor.

	<b>OK</b>	<b>Needs Correction</b>
<b>Travel Route</b>		
Check for obstructions, road work, or other obstacles in the route.		
Check the area where the device will be positioned.		
<b>Structural</b>		
Check to ensure boom is in park position.		
Check for under inflation of pneumatic tires.		
<b>Manufacturer's Records</b>		
Make sure the operator's manual is in the storage pouch.		
Check the nameplate for capacity.		
<b>Hydraulics</b>		
Check for visible hydraulic leaks.		
Check for broken or cut hydraulic hoses.		
<b>Work Platform</b>		
Check all vertical and horizontal handrail sections.		
Check all entry/exit closure latches and gates.		
<b>Safety Restraint</b>		
Inspect safety harness.		
Check anchor point for safety lanyard.		

Signature \_\_\_\_\_ Date \_\_\_\_\_

Report any needed repairs or discrepancies to your supervisor.

## IX. APPENDIX F

### Goucher College Aerial Device Use Waiver and Indemnification Agreement:

5. In consideration for receiving permission to use a Goucher College aerial lift, I, \_\_\_\_\_ (“Releasor”), hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE Goucher College, its Board of Trustees, officers, servants, agents, or employees (hereinafter “Releasees”) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, while using the Goucher aerial lift, or while in, or upon the premises where the activity is being conducted, REGARDLESS WHETHER SUCH LOSS IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES or otherwise and regardless whether such liability arises in tort, contract, strict liability, or otherwise.
6. I am fully aware of the risks and hazards associated with using an aerial lift, including the risk of injury and even death, and I hereby elect to voluntarily use the aerial lift and to enter the above-named premises and engage in such activity knowing that the activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of using the lift, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.
7. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES from any loss, liability, damage, or costs, including court costs and attorneys’ fees, that they may incur due to my use of the lift, WHETHER CAUSED BY NEGLIGENCE OF THE RELEASEES or otherwise.
8. I further hereby acknowledge that I have the right to examine the aerial lift prior to my use of it and assume full responsibility for ensuring that the lift is in good working order. I assume full responsibility for the use of appropriate personal protective equipment in using the lift and Goucher has not provided any such equipment to me.
9. I further hereby acknowledge that my activities in using the aerial lift are in my capacity as an independent contractor and that I am not employed by Goucher College. I acknowledge that, in the event of any injury, including even death, WORKERS COMPENSATION WILL NOT APPLY.
10. It is my express intent that this Waiver and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named Releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Maryland and that if any part of this release is determined to be illegal, unenforceable or in conflict with any law governing this Agreement, the validity of the remaining portions shall not be affected thereby.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I HAVE READ THE FOREGOING WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT; understand it and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements apart from the foregoing written agreement have been made; I am at least eighteen (18) years of age and fully

competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

THIS IS A RELEASE OF LEGAL RIGHTS READ AND UNDERSTAND BEFORE SIGNING

Releasor \_\_\_\_\_ Date \_\_\_\_\_