

# AFFORDABLE SAFETY TRAINING

*SAFETY DOESN'T HAVE TO BE EXPENSIVE!*

## Aerial Lift Safety Program

### **Affordable Safety Training**

is committed to providing businesses with safety solutions that are reliable, effective, and inexpensive. Our products are carefully designed to meet the needs of our customers. The contents are clear, concise, and easy to customize to your business. **Satisfaction is guaranteed!**

With **Affordable Safety Training**, *safety doesn't have to be expensive.*

Valued Customer,

Thank you for selecting Affordable Safety Training safety solutions for your business. This plan will provide the structure for your company's Aerial Lift Safety program. Please follow these simple instructions:

1. Review the OSHA Regulations on Aerial Lift safety.  
[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10754](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10754)
2. Review the aerial lift safety program template. Update the Grey Marked Fields with information that is specific to your company.
3. Review your program. Do not be afraid to make modifications to make it more applicable to your business. Once ready, delete this cover page.

### Need Training Materials?

**Affordable Safety Training** has a wide selection of training materials for your business.

Check them out at [Affordable SafetyTraining.com](http://AffordableSafetyTraining.com).

## Table of Contents

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Purpose.....	2
Program Responsibilities .....	2
Management.....	2
Aerial Lift Coordinator .....	2
Supervisors.....	3
Maintenance Supervisor.....	3
Employees.....	3
Aerial Lift Requirements .....	3
Authorized Aerial Lifts .....	3
Company Owned Aerial Lifts.....	4
Rental Lifts.....	4
Using Other Organization's Equipment.....	4
Training Requirements.....	4
Authorized Trainers .....	5
Theory .....	5
Performance Requirements.....	5
Training Requirements for Employees Operating Unfamiliar Lifts .....	5
Retraining.....	6
Vehicle Inspections.....	6
Frequent Inspections.....	6
Periodic Inspections.....	6
Maintenance.....	7
Workplace Inspections.....	7
Operating Requirements .....	8
Fall Protection.....	8
Inclement Weather.....	9
Program Evaluation .....	9

<b>Company Name</b>			
<b>Policy Name</b>	<b>Aerial Lift Operator Safety</b>	<b>Version</b>	
<b>Authorized By</b>		<b>Date</b>	

## **Purpose**

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The purpose of this program is to establish safety guidelines for employees who operate and perform work on aerial lift devices. Company Name is committed to providing a safe work environment for all employees. All employees who are involved with aerial lift work will be trained on the hazards of such work and the requirements of this program.

## **Program Responsibilities**

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### **Management**

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Management has the following responsibilities:

1. To provide aerial lift machines and related equipment that is both OSHA and ANSI compliant.
2. To develop an aerial lift policy and revise it when necessary.
3. To identify employees who are affected by this policy and ensure that they receive the required training.
4. To provide required protective equipment to employees.
5. To provide technical support to employees for aerial lift equipment issues.
6. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
7. To review this safety policy for effectiveness periodically and when deficiencies are discovered.

### **Aerial Lift Coordinator**

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The company Aerial Lift Coordinator is **(Enter Name or Position)**. The Aerial Lift Coordinator has the following responsibilities:

1. To administrate and supervise the company aerial lift program.
2. To coordinate or provide aerial lift training to employees.
3. To facilitate communication between employees and management on aerial lift safety issues.

### Company Owned Aerial Lifts

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Company owned Aerial Lifts will be evaluated and authorized by the program coordinator. Each vehicle will be specifically authorized for the type of work to be performed.

Lift Type	Serial or ID Number	Authorized Uses

### Rental Lifts

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When an aerial lift is rented from another organization, the program administrator will evaluate the organization to determine if their rental fleet meets the company safety requirements. The program administrator will then authorize employees to rent vehicle from those organizations.

Authorized Rental Agency	Phone Number	Address

### Using Other Organization's Equipment

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When performing work on multi-company sites, employees may be required to use aerial lifts that belong to other organizations. In this case, the site supervisor will inspect the equipment and discuss the other organization's aerial lift program. If the site supervisor is satisfied, he may authorize trained employees to use the lift.

### Training Requirements

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All operators and employees who work on aerial lift platforms must be trained on the safety requirements of vehicle operation and demonstrate proficiency at operating and performing work on the device. This training consists of both theory and demonstration of competency.

## Authorized Trainers

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The Aerial Lift Coordinator will designate trainers to train and certify employees on using aerial lifts. These trainers must have the knowledge, training, and experience necessary to train employees to operate safely.

Authorized Trainers	Authorized Vehicle Types

## Theory

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Employees must be trained on the following aerial lift safety subjects:

1. The purpose and use of the manuals.
2. The rules and regulations for aerial lift operation.
3. That operating manuals are an integral part of the aerial device and must be properly stored on the vehicle when not in use.
4. The requirements for a pre-start inspection.
5. The responsibilities associated with problems or malfunctions affecting the operation of the aerial device.
6. Factors that affect aerial lift stability.
7. The purpose of placards and decals.
8. How to perform a workplace inspection.
9. Applicable safety rules and regulations, such as the National Electric Safety Code.
10. The authorization that is required to operate.
11. All operator warnings and instructions.
12. Proper use of fall protection equipment.
13. Safe approach distances for electrical wires.
14. Any additional workplace safety hazards.

## Performance Requirements

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Once the employee has completed their safety theory training, they may be taught by a qualified individual to operate and perform work on the aerial lift. Employees must demonstrate operational proficiency. Once a qualified person has certified their ability, the employee may operate aerial lifts.

## Training Requirements for Employees Operating Unfamiliar Lifts

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When a trained operator is directed to operate an aerial device he/she is not familiar with, the operator, prior to operating, shall be instructed regarding the following items and issues:

1. The location of the manuals.

3. Hydraulic and pneumatic relief valve settings.
4. Hydraulic system for proper oil level.
5. Hydraulic and pneumatic fittings, hoses, and tubing for evidence of leakage, abnormal deformation or excessive abrasion.
6. Compressors, pumps, motors, and generators for loose fasteners, leaks, unusual noises or vibrations, loss of operating speed, and excessive heating.
7. Hydraulic and pneumatic valves for malfunction and visible cracks in the external valve housing, leaks, and sticking spools.
8. Visually inspect any vacuum prevention systems and verify function of such systems on Category "A" aerial devices.
9. Hydraulic and pneumatic cylinders and holding valves for malfunction and visible damage.
10. Hydraulic and pneumatic filters for cleanliness and the presence of foreign material in the system indicating other component deterioration.
11. Electrical systems and components for deterioration or wear including those not readily visible on a frequent inspection.
12. Performance test of all boom movements.
13. Condition and tightness of bolts and other fasteners.
14. Welds, as specified by the manufacturer.
15. Legible and proper identification, operational, and instructional markings.
16. If the aerial device is rated as an insulated device, the electrical insulating components and system(s) shall be thoroughly inspected for lack of cleanliness and other conditions that compromise insulation.

If a deficiency is found during the inspection, a written report must be turned into management and the equipment removed from service. Once the equipment has been repaired and certified safe by the maintenance supervisor, it can be returned to service.

## **Maintenance**

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The Maintenance Supervisor will establish and manage the aerial lift maintenance schedule in accordance with the recommendations of the manufacturer.

## **Workplace Inspections**

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Before an aerial platform lift is used and during its use, the operator shall check the area in which the aerial platform lift is to be used for possible hazards such as, but not limited to:

1. Drop-offs or holes.
2. Slopes.
3. Bumps and floor obstructions.
4. Debris.
5. Overhead obstructions and high voltage conductors.
6. Hazardous locations and atmospheres.

## **Inclement Weather**

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The following special requirements apply to work on aerial lifts during inclement weather conditions.

### **Snow / Ice**

Employees may not work during snowy conditions, unless the snow has stopped and all ice and snow has been removed from the work platforms.

### **High Winds**

Employees may not work during high wind situations unless special precautions are taken. A competent person must determine that work can proceed safely by recommending the use of fall protection systems and wind screens that are used in accordance with OSHA standards.

### **Lightening**

Employees are not allowed to perform work on aerial lifts while lightening conditions exist, and must wait a suitable amount of time after storm passage to recommence work.

## **Program Evaluation**

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The company aerial lift safety program will be reviewed on a yearly basis. The company will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this program. Program reviews will also be conducted whenever any incident causes the company to question the effectiveness of the program.