

DATE: July 31, 2023 Reviewed and Updated

Salisbury University Aerial Work Platform Lift Safety Program

1. Written Program. Salisbury University Environmental Safety Manager will review and evaluate this standard practice instruction on an annual basis, when changes occur to the governing regulatory standards that prompt revision of this document, or when facility operational changes occur that require a revision of this document.

Effective implementation requires a written program for job safety and health that is endorsed and advocated by the highest level of management within this University and meets or exceeds all regulatory guidelines. This written program will be communicated to all required personnel. It is designed to establish clear

of the lift, for warranty purposes.

4. Perform an annual inspection on the lift prior to placing the unit in service.
5. Place a copy of the operating and maintenance manuals in a clear pouch, container or storage compartment on the lift.
6. Have all employee operators of the lift review the operating manual, fill out and sign the form entitled "Operating Manual Acknowledgment Form" (see Appendix A of this policy) and return it to his/her supervisor for documentation.
7. Provide Environmental Safety with copies of all signed forms including the model and serial numbers of all equipment purchased.

i. Maintenance, Inspection and Repair

1. Maintenance: The department responsible for each aerial work platform lift shall arrange for maintenance that is appropriate for their lift. The department shall establish a preventive maintenance program based on the manufacturer's recommendations, the environment it is to be used in and the frequency which it will be used.
2. Inspection: The department shall ensure that pre-start inspections, inactivity inspections and annual inspections are being performed on the lift (see Section 5 of this policy).
3. Repair: When safety-related deficiencies have been discovered, the lift shall be placed out of service until repaired. All replacement parts or components that are replaced shall be identical to or equivalent to the original parts based on information provided by the manufacturer or supplier.

ii. Training

The department is responsible for arranging for the training of all authorized users of the lift and notifying the Environmental Safety Department in writing upon completion. No personnel shall operate or ride on an aerial work platform lift if they have not been trained. (See Section 4 of this policy). The department shall ensure that aerial work platform lift maintenance is performed only by personnel who are trained in aerial lift maintenance.

iii. Selling, donating lifts

Prior to the donation or sale of an aerial work platform lift the donating or selling department shall contact Environmental Safety to ensure that appropriate steps are taken before transfer of ownership.

iv. Responsibilities Involving Contractors

Departments are responsible for conveying certain information to outside contractors who receive permission to use university-owned aerial work platform lifts. The following criteria shall be met when contractors borrow lifts:

1. The University will not provide training for use of the lift to outside contractors.
2. The University has operating instructions for the lift available for review.
3. The contractor must warrant that the contractor has sufficient training, knowledge and experience to operate the lift safely.
4. The contractor must complete and sign the *SU Hydraulic Lift Use Waiver and Indemnification Agreement* before use of the lift will be granted.

v. Records Retention

Each department shall date and retain the following records for each aerial work platform lift that they own:

1. Serial number and date of purchase (this shall be kept for as long as the department owns the lift).
2. Written records of the inactivity and annual inspections and repairs performed. This shall include deficiencies found, corrective actions taken and the identification of the person(s) who performed the insp6(d)-3(t)-lw080.0000cnt

- Employee/User Responsibilities

Because the user has direct control over the application and operation of aerial work platform lifts, conformance with good safety practices in this area is the responsibility of the user and the operating personnel. Decisions on the use and operation of the lift shall be made with the understanding that the platform will be carrying personnel whose safety is dependent on those decisions. Users and operators of aerial work platform lifts have responsibilities involving the following:

- i. Manuals

Users of aerial work platform lifts must review and acknowledge that they have reviewed the operating manuals for all lifts that they use. Documentation of this shall be established by having the employee review and sign the form titled "Operating Manual Acknowledgement Form" (see Appendix A). The user is expected to know and understand the following about the lift he/she operates prior to initial operation of the lift:

1. The operation of the lift.
2. All control features of the lift.
3. All placard warnings.
4. All safety devices on the lift.
5. Where to locate the user manual.

5.

with appropriate warning signage, and reported to the appropriate departmental supervisor. Only employees who are authorized by their department may perform maintenance duties on the lifts.

iii. Workplace Inspections

Prior to setting up the lift at each new location the user shall conduct a workplace inspection to identify potential hazards. See “Inspections”, Section 5 of this policy.

not in proper operating condition shall be removed from service until the problems have been corrected by an authorized and trained maintenance technician.

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- iv. All emergency and safety devices.
- v. Lubrication of all moving parts, inspection of filter element(s), hydraulic oil, engine oil, and coolant as specified by the manufacturer.
- vi. Visual inspection of structural components and other critical components such as fasteners, pins, shafts and locking devices.
- vii. Placard, warnings and control markings.
- viii. Additional items specified by the manufacturer.

- o Annual Inspections

An annual inspection shall be performed on each aerial work platform lift each year. The inspection shall be performed by a qualified mechanic who is authorized to perform maintenance duties on the lift. The inspection shall include all items specified by the manufacturer for an annual inspection.

- o Workplace Inspections

Before an aerial work 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:

- i. Drop-offs or holes.
- ii. Slopes.
- iii. Bumps and floor obstructions.
- iv. Debris.
- v. Overhead obstructions and high voltage conductors.
- vi. Hazardous locations and atmospheres.
- vii. Inadequate surface and support to withstand all load forces imposed by the aerial work platform lift.
- viii. Wind and weather conditions.
- ix. Presence of unauthorized people.
- x. Other possible unsafe conditions.

6. Standard Operating Procedures

To ensure safe practices, the following general procedure is used when an authorized user uses an aerial work platform lift:

- Obtain any necessary authorization to use the lift.

way from the platform to the top rail, and a toe board that is at least 4 inches high.

8. Markings and Decals

In addition to any other markings or decals that are placed on the lift by the manufacturer, the following information shall be displayed on all aerial work platform lifts in a clearly visible, accessible area and in a durable manner:

8.1. The make, model, serial number, and manufacturer's name and address.

8.2. The rated workload, including rated number of occupants.

8.3. The maximum platform height.

Appendix A

Operating Manual Acknowledgement Form

By signing this document I am certifying that I have received a copy of the operations manual for the aerial work platform lift shown below. Upon training and authorization by my department, I am expected to safely operate this lift. I understand that it is my responsibility to review and understand the safe operation of this aerial work platform lift based on the training I receive and the manufacturer's recommendations. I understand that if, at any time, I have any questions regarding the information found in the user's manual I can contact Environmental Safety, my supervisor or the manufacturer to obtain my answers.

Aerial Lift Make _____

Aerial Lift Model _____

Name (print) _____

Department _____

User/Operator's name (sign) _____ Date _____

Appendix B

SU HYDRAULIC LIFT USE WAIVER AND INDEMNIFICATION AGREEMENT

I, _____, being of legal age, am employed by _____ who is doing business with the Salisbury University, du Lac, ("the University"). The University owns certain hydraulic personnel lifts ("the Lift") which I desire to use. I understand and acknowledge that I am not required to use the Lift and that my use of the Lift is wholly voluntary. I acknowledge that the University will not provide training for use of the Lift, that the University has available operating instructions

6). In signing this Waiver and Release I hereby acknowledge and represent

