SUNY Canton

Aerial Lift and Scissor Lift Safety Program

PURPOSE

In an effort to ensure SUNY Canton’s continued commitment to providing the safest workplace possible and comply with federal, state, and local regulations SUNY Canton has prepared this Aerial Lift and Scissor Lift Safety Program. This shall be accomplished by complying with Aerial Lift Standards covered within 29CFR 1910.68, 20CFR 1926.453, and ANSI/SIA A92.6–2006 and Mobile Scaffold (Scissor Lift) Standards covered within 20CFR 1926.450-452, and 20CFR 1926.454. These standards are incorporated into this Aerial Lift and Scissor Lift Safety Program.

SCOPE

This program applies to all employees, contractors, or other individuals whose job duties require them to use aerial lifts and mobile scaffolding also referred to as scissor lifts.

POLICY

Departments using aerial lifts must ensure that supervisors and operators comply with all aspects of this safety program. All SUNY Canton employees must successfully complete a training program, and receive certification prior to the operation of any aerial lift and scissor lift. Contractors operating aerial lifts or scissor lifts on SUNY Canton projects are expected to meet or exceed the requirements found in this program, and comply with all applicable statues and regulations governing the use of powered industrial trucks as listed in this document. Strict adherence to this policy is required. Implementation of this policy shall be accomplished through this written SUNY Canton Aerial Lift and Scissor Lift Safety Program.

DEFINITIONS

Articulating Boom Aerial Lift - This aerial lift has at least 2 hinged sections which are used to increase mobility. It operates in much the same way as the normal boom lift, except it consists of at least 2 joints in the arm allowing it to extend twice as far.

Extendable/Telescoping Aerial Lift – This aerial lift has a boom that extends horizontally and vertically.

Man Lift/Cherry Picker - This piece of equipment lifts personnel vertically, but not horizontally.
**Scissor Lift** – A mobile supported scaffold which can be powered or unpowered, is portable and castor or wheel-mounted. This piece of equipment lifts personnel vertically, but not horizontally. When pressure is applied to the outside of the lowest set of supports through hydraulic, pneumatic, or mechanical means, the crossing supports lengthen to raise the platform.

*Further descriptions of lifts can also be found within appendix A.*

**PRE-USE INSPECTION**

A. Prior to the operation of any aerial lift the Pre-Use Inspection Checklist must be completed. This applies at the beginning of every work period, and whenever a new equipment operator takes control of the aerial lift.

B. Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) must be reported for immediate repair, locked and tagged, and taken out of service.

**SAFETY DURING OPERATION**

A. A full body Harness must be worn at all times while in the basket of an aerial lift.

B. Attention shall be given towards the direction of travel, clearances above, below and on all sides.

C. Employees shall not sit or climb on the guardrails of the aerial lift or scissor lift.

D. Planks, ladders or other devices shall not be used on the work platform.

E. An aerial lift shall not be moved when the boom is elevated in a working position with employees in the basket.

F. Aerial lift shall not be placed against another object to steady the elevated platform.

G. Aerial lift shall not be used as a crane or other lifting device.

H. Aerial lift devices shall not be operated on grades, side slopes or ramps that exceed the manufacturer's recommendations.

I. The brakes shall be set and outriggers, when used, shall be positioned on pads or a solid surface.

J. Speed of aerial lift devices shall be limited according to the conditions of the ground surface, congestion, visibility, slope, location of personnel and other factors that may cause hazards to other nearby personnel.
K. Stunt driving and horseplay shall not be permitted.

L. Booms and elevated platform devices shall not be positioned in an attempt to jack the wheels off the ground.

M. The area surrounding the elevated platform shall be cleared of personnel and equipment prior to lowering the elevated platform.

N. All equipment must be secured on the inside of the aerial lift or scissor lift.

O. Do not exceed the load limits of the equipment. Allow for the combined weight of the worker, tools and materials.

P. Most lifts are rated for use at a maximum wind speed of 25 mph. At 20 mph wind speed or anticipated gusts, lifts will be lowered to a maximum height of 20 feet. At 25 mph wind speeds or anticipated gusts, lifts will be grounded.

Q. Maintain a minimum clearance of at least 10 feet, or 3 meters, away from the nearest energized overhead lines.

R. Always treat power lines, wires and other conductors as energized, even if they are down or appear to be insulated.

S. Never override hydraulic, mechanical, or electrical safety devices.

**SAFE WORK PRACTICES AFTER OPERATION**

A. Safe shutdown shall be achieved by utilizing a suitable parking area, placing the platform in the stowed position, placing controls in neutral, idling engine for gradual cooling, turning off electrical power, removing keys, and taking the necessary steps to prevent unauthorized use.

B. Gasoline/Diesel powered aerial lifts shall be shut off prior to refueling. Refueling must be completed in well ventilated areas free of flames, sparks or other hazards which may cause fires or explosions.

**LIFT MAINTENANCE**

A. Any aerial lift not in safe operating condition must be removed from service. Authorized personnel must make all repairs.

B. Repairs to the fuel and ignition systems of gasoline/diesel powered aerial lifts that involve fire hazards must be conducted only in locations designated for such repairs.

C. Aerial lifts and scissor lifts in need of repairs to the electrical system must have the battery disconnected before such repairs.
D. Only use replacement parts that are currently recommended by the manufacturer.

**RESPONSIBILITIES**

A. Departments

1. Verify that all employees who operate or work near aerial lifts and scissor lifts are properly trained.
2. Maintain written records of operator training on each model of aerial lift and scissor lifts and the name of the trainer. Copies of operator training should be sent to the EH&S department.
3. Maintain written records of all inspections performed by the aerial lift and scissor lifts owner, including the date any problems found, the date when fixed, and the name of the person performing the repairs.
4. Establish expected operating conditions for aerial lift and scissor lift (both weather, vehicle etc.) are within this standard prior to operation

B. Supervisors

1. Ensure that only trained and qualified individuals use aerial lifts and scissor lifts.
2. Verify employee compliance with the principles and practices outlined in the Aerial Lift Safety Program.
3. Provide specific operational training for each aerial lift and scissor lift.
4. Observe the operation of aerial lifts and scissor lifts, and correct unsafe practices.

C. Operators

1. Read the Aerial Lift and Scissor Lift Safety Program.
2. Complete the Daily Pre-Use Inspection Checklist before operating any aerial lift and scissor lift.
3. Observe the operation of the aerial lift and scissor lift, and report unsafe practices to your supervisor.

**TRAINING REQUIREMENTS**

A. Employees who are authorized to operate aerial lifts and scissor lift must receive training according to CFR 1926.453 and CFR 1926.454 prior to engaging in their duties, and at least every three (3) years thereafter. The training is to ensure that the Aerial Lift and Scissor Lift Safety Program is understood and that operators have acquired the necessary practical skills required for safe operation. Operational training will consist of a combination of general safety instruction, practical/operational training and evaluation of the operator’s performance in the workplace. All operational training must be conducted under close supervision by an OSHA certified trainer.

B. Employees will:

1. Receive instruction on the intended purpose and function of each control.
2. Prior to operating any aerial lift or scissor lift the trainee will read and understand the manufacturer's operating instruction(s) and aerial lift and scissor lift procedures, or receive
training by a qualified person on the contents of the manufacturer’s operating instruction(s) and users safety rules.

3. Be informed of the aerial lift and scissor lift operating limitations and restrictions as defined by the manufacturer.

4. Understand by reading or having a qualified person explain all decals, warnings, and instructions displayed on the aerial lift or scissor lift.

5. During operational training, trainees may operate an aerial lift or scissor lift only under the direct supervision of authorized trainers, and where such operation does not endanger the trainee or other employees.

REFERENCE STANDARDS

- OSHA Standard 29CFR 1926.453 (Aerial Lifts)
- OSHA Standard 29CFR 1926.454 (Scaffolding)
- ANSI/SIA A92.6–2006 (Self-Propelled Elevated Work Platforms)
- 20CFR 1926.450-452 (Scaffold Safety)

REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision Number</th>
<th>Author</th>
<th>Revision Description</th>
</tr>
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<tbody>
<tr>
<td>March 22, 2017</td>
<td>Original Draft</td>
<td>Derek L. Converse</td>
<td>Draft</td>
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Appendix A

Aerial Lift Identification Guide
This document is to be used as a supplement to the Aerial Lift Program for the identification of the various types of aerial lifts used on the SUNY Canton campus.

<table>
<thead>
<tr>
<th>Example</th>
<th>Type/Characteristics</th>
<th>Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Vehicle Mounted Lift" /></td>
<td>Vehicle Mounted Aerial Lift / Bucket Truck</td>
<td>The lift platform is an integral part of an over the road vehicle.</td>
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<tr>
<td><img src="image2" alt="Articulation Boom Lift" /></td>
<td>Articulation Boom Aerial Lift</td>
<td>This aerial lift has at least two hinged sections which are used to increase mobility.</td>
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<tr>
<td><img src="image3" alt="Man Lift" /></td>
<td>Man Lift / Cherry picker</td>
<td>This piece of equipment lifts personnel vertically, but not horizontally.</td>
</tr>
<tr>
<td><img src="image4" alt="Scissor Lift" /></td>
<td>Scissor Lift</td>
<td>This piece of equipment lifts personnel vertically, but not horizontally.</td>
</tr>
<tr>
<td><img src="image5" alt="Extendable Lift" /></td>
<td>Extendable/Telescoping Aerial Lift</td>
<td>This aerial lift has a boom that moves horizontally and vertically.</td>
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