



GUIDELINES FOR MOBILE
ELEVATING WORK
PLATFORMS

SCOPE, APPLICATION, AND DEFINITIONS

This document will effectively serve as an Environment, Health and Safety (EH&S) Guideline for California State University Dominguez Hills (CSUDH) departments who possess and operate **Mobile Elevating Work Platforms (MEWPs)**. This document will outline the safety controls that shall be confirmed by trained and licensed personnel prior to start of work to ensure the necessary regulatory protocols are met. Furthermore, the safety requirements referenced in this protocol are mandated by the California Occupational Safety and Health Administration (Cal/OSHA) Department of Industrial Relations (DIR) unit and as such, set forth only the minimums required by state law.




What are Mobile Elevating Work Platforms?



Mobile Elevated Work Platforms (MEWPs) are used to raise people from ground/floor level to conduct work aloft. They may be used indoors or outdoors and for any purpose when a person needs to work at an elevated location. There are different kinds of MEWP equipment and they are selected and used based upon work need and site conditions. They include:

- Scissor Lifts
- Aerial ladders
- Vertical towers
- Articulating boom lift
- Extensible (telescoping) boom platform
- Vehicle mounted lift
- Any combination of the above

Aerial lifts have replaced ladders and scaffolding on many job sites due to their mobility and flexibility. They may be made of metal, fiberglass, reinforced plastic, or other materials. They may be powered or manually operated, and are considered to be aerial lifts whether or not they can articulate, or rotate around a primarily vertical axis.

Types of Mobile Elevating Work Platforms

<p>Elevating Work Platform –A device designed to elevate a platform in a substantially vertical axis. This device is stationary once raised and cannot be driven to another location. These devices are intended for use by individual operators. May also be referred to as a single man lift.</p> <p>Fall Restraint is not required when operating this equipment unless indicated by the lift manufacturer.</p>	 The image shows two types of mobile elevating work platforms. On the left is a single man lift, which is a narrow, vertical platform with a single operator standing on it. On the right is a scissor lift, which has a wider platform and a scissor mechanism for elevation. Both are on wheels and have control panels.
<p>Scissor Lift - A device designed to elevate a platform in a substantially vertical axis. This device can also be driven by an operator inside the work platform and is generally designed to carry more than one person.</p> <p>Fall Restraint is not required when operating this equipment unless indicated by the lift manufacturer.</p>	 The image shows a blue scissor lift. It has a platform at the top supported by a scissor mechanism. The base is on four wheels and has a control panel.
<p>Articulating Boom Lift - An aerial device with two or more hinged boom sections.</p> <p>Fall Restraint is required when operating this lift.</p>	 The image shows an articulating boom lift. It has a platform at the end of a long, hinged boom that can extend and rotate. The base is on four wheels and has a control panel.

<p>Extensible Boom Platform - An aerial device with an extensible boom. Telescopic booms with personnel platform attachments are considered to be extensible boom platforms.</p> <p>Fall Restraint is required when operating this equipment.</p>	
<p>Vehicle Mounted Lift (Bucket Truck) – These devices typically have a Bucket in place of a basket, which is designed for one person. Vehicle must have the brakes set, wheels chocked, and outriggers in place while operating this device.</p> <p>Fall Restraint is required when operating this Lift.</p>	

Who is a Qualified Operator?

All CSUDH faculty and staff who are required or request to operate MEWP, or who must oversee persons operating MEWP, must know about the requirements of this program. Operators are trained in the safe operation of MEWP and receive a 3-year training certification from an approved training vendor to operate specific types of MEWP equipment.

Do these Guidelines apply to my department?

This program applies to all CSUDH faculty and staff who are required or request to operate Mobile Elevating Work Platforms (MEWP), or who must oversee persons operating MEWP, for any portion or aspect of their research, instruction and/or work. Departments that own, lease, rent or otherwise operate Mobile Elevating Work Platforms (MEWP) must implement these guidelines into their business/research operations to comply with Cal/OSHA and other regulatory requirements.

Contractors we hire use MEWPs on CSUDH property. What do we have to do?

Departments hiring contractors are **NOT** responsible in ensuring the contractor’s compliance with the CSUDH MEWP Guidelines. However, Contractor or Vendor employees that have been trained under their company’s Mobile Elevating Work Platform Safety program, and have CSUDH Department’s permission, may operate MEWP equipment owned/leased/rented by their employer on CSUDH premises. Contractors may not operate any CSUDH-owned, rented, or leased MEWP equipment. Whether the operator is a vendor or contractor, they may be required to show verification that they have been trained and certified on the specific MEWP equipment being operated to any CSUDH EH&S personnel. If contractor/vendor employees are found to be uncertified, all work using the MEWP equipment must stop immediately until properly certified personnel are present to operate the equipment.

If one of our employees operates the lift, can the vendor be in the lift as well?

Yes, the vendor can be in a MEWP while a CSUDH employee operates the MEWP if the vendor can provide documentation of current MEWP training on that equipment.

CSUDH Responsibilities

CSUDH EH&S is responsible for assisting departments with compliance with these Guidelines. If necessary EH&S can also review contractor MEWP training documentation. CSUDH will also ensure that copies of Contractor MEWP programs and training documentation is kept on file with the CSUDH representative that established the vendor contract(s).

MOBILE ELEVATING WORK PLATFORM OPERATION

What procedures are required prior to conducting work with MEWPs?

Prior to conducting work with an MEWP, an Operator conducts a “Site Evaluation” and a “Lift Selection Assessment”. This assessment is conducted as environmental hazards and job requirements dictate, but is formally completed by every Operator at the beginning of working in a new or unfamiliar location, or when new or unfamiliar hazards are identified. This assessment ensures that the proper MEWP equipment is selected for the work, and that all hazards in the work area are identified and mitigated prior to commencing work. On the reverse side of each lift [“Pre-Operation Inspection Form” \(Attachments 3 and 4\)](#) is a written checklist for “Site Evaluation” that may be used to document the Operator’s assessment of their work environment. This site evaluation checklist may also be used to assess the Department’s general work environment to determine appropriate equipment procurement needs.

At the beginning of each work shift, or prior to using MEWP equipment for a new work assignment, the Operator conducts a documented “Pre-Operational Inspection” of the equipment. This inspection is specific to the type of lift equipment, and includes visual and auditory inspection of all safety and operational components of the equipment. Results of this inspection are documented on inspection checklists. Copies of the “Pre-Operation Inspection” are to be kept on the MEWP.

Operating Procedures/Hazard Identification and Controls

At the beginning of each work shift, or prior to using MEWP equipment for a new work assignment, Operators must review and assess the following equipment/work area conditions and document findings using the inspection form provided (Attachment X):

1. Review work area for hazards, and remove/control them prior to operation.
2. Always conduct an environmental hazard assessment prior to selecting/using MEWP equipment.
3. Only use MEWP equipment designed to safely work in the conditions observed.
4. Review operating instructions, warnings, and precautions for the types of MEWP being operated.
5. Keep a copy of the equipment manual on the lift at all times.
6. Inspect and document the equipment’s proper function of controls and instrumentation, engine/motor operation, and inspect steering and maneuvering.

7. Familiarize yourself with visibility.
8. Inspect basket or platform capacity and equipment stability.
9. Check fuel and/or charging of batteries, and refuel/recharge as needed.
10. Review and understand equipment operating limitations.
11. Review other operating instructions, warnings, or precautions listed in the operator's manual for the types of MEWP that you will operate.
12. Alert all persons in the area of intended work activities and hazards.
13. Control access to the area below the MEWP equipment's work zone.
14. Always face the direction of travel.
15. Don't travel horizontally with the platform elevated or extended.
16. Don't exceed the basket or platform capacity.
17. Position equipment on a firm level surface and minimize the usage of blocks or ramps for leveling the MEWP equipment.
18. Always set outriggers prior to use if the MEWP is equipped with them.
19. Wear proper safety harnesses and only tie off to the work platform's fall restraint tie-off point. (Refer to "Types of Lifts" and the Inspection Forms in the "Attachments" to determine if safety harnesses are required to be worn.)
20. Don't climb on guardrails, work or reach between the guardrails, climb on ladders or stand on other items when working on the platform.
21. Practice good housekeeping when working in and around the platform. Do not store items on the floor or guardrails of the basket/bucket.
22. Never drop or throw objects to or from the work platform.
23. Always look below platform and confirm it's safe to lower the equipment before doing so.
24. Never lean the platform on or against structures.
25. Never use the boom to push against something, or try and pull the MEWP equipment along in a horizontal direction.
26. Do not modify, alter, or otherwise tamper with the guardrails or any other component of the MEWP.
27. Observe the manufacturer's listed speed limit when operating the MEWP.

What do I do if a deficiency is found during the Pre-Operation Inspection?

MEWPs, or operations involving MEWPs, found to have deficiencies during the Pre-Operation Inspection are not to be used/completed until any deficiencies discovered during a Pre-Operation Inspection are corrected. If a hazardous deficiency is discovered during a Pre-Operation Inspection, the operator alerts their supervisor of the condition, and removes the equipment from service being used by physical and visual security measures, including controlling all keys for the vehicle and mounting warning tags/labels.

If I want to purchase or lease MEWP equipment, what do I have to do?

CSUDH departments are responsible for selecting, purchasing/leasing, owning and maintaining the MEWP equipment and must designate the person(s) responsible for implementing the following guideline requirements:

- Identify/evaluate MEWP equipment requirements and site hazards
- Inventory and inspect department MEWP equipment using program documentation
- Identify department personnel requiring MEWP equipment training
- Assure training/qualification/retraining and certification of selected department personnel
- Assure department operators are following MEWP program operator procedures
- Maintain records of program implementation and training/certification.

FALL PROTECTION

Fall Restraint: An approved full-body safety harness with lanyard is to be worn at all times and attached to a secure anchor point when drivers or personnel are using a boom-type lift or vehicle mounted lift.

Guard Rails: Railing around the perimeter of the work platform. This railing consists of a top rail at 42" with a mid-rail. Units with the top rail less than 39" must have fall protection in use to operate. Ensure chains and mid rails that are used for entry/exit are always lowered and secured before use.

TRAINING AND RECORDKEEPING REQUIREMENTS

Who needs to be trained?

All aerial lift or elevating work platform operators must obtain an Operator's Training Certification from an appropriate training vendor prior to operating MEWP equipment. This includes general lift/platform safety in combination with hands-on field training for each model of aerial lift or elevating work platform they will be certified to use. Cal/OSHA requires that all MEWP equipment operators are enrolled in and receive initial training, and retraining at minimum every three years.

The department shall identify specific department personnel and others who are allowed to operate the department's MEWP. This list is used to identify training needs and to identify and limit equipment to safe use for department business activities. This list is updated periodically as the department manages compliance with this program, when lifting needs and/or equipment changes, and when personnel are enrolled in or leave this program. Refer to Attachment 2 for a template that may be used to develop your department's MEWP equipment "operator roster."

What's involved in training and certifying personnel using MEWP equipment?

Training consists of hands-on "field" training that covers both MEWP fundamentals and documented testing that's specific to the MEWP equipment.

Training must be refreshed every three years to maintain certification. However, Cal/OSHA requires refresher training sooner if:

- The operator has been observed operating the MEWP in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that they are not operating the MEWP safely.
- The operator is assigned to a different type of MEWP that they haven't been trained on.

- A condition in the workplace changes in a manner that could affect safe operation of the MEWP.

Can I operate any type of MEWP equipment once I've been trained and certified?

No. Operators may only use the MEWP equipment type they have been trained and certified to operate. Different types of MEWP equipment require a separate training and certification to operate. MEWP equipment may be operated by uncertified operators only when under the direct supervision of persons who have the knowledge, training and experience to train operators and evaluate their competence “in the field” (such as during training).

Who do we contact to get training or support?

Operator training needs to be completed by vendor that has knowledge of the subject and can perform this type of training. Typically this can be a stand-alone 3rd party or, if renting a MEWP, the vendor that is providing the MEWP may also be able to provide this training. Contact EH&S for help finding a qualified trainer or to seek other support.

What are the recordkeeping requirements?

All departments that have trained aerial lift or elevating work platform operators should keep a current copy of training certification on file, with the supervisor and/or with Human Resources. These records and all past training certification can be accessed by the department, supervisor, Cal/OSHA or a certified operator by contacting EH&S.

Operators that use aerial lifts or elevating work platforms in departments other than their own should at all times have their “Training Card” in their possession.

Other recordkeeping requirements include maintaining an inventory of department owned equipment, a list of currently certified MEWP operators employed by the department, inspection records, rental/lease/purchase agreements and any other documents as they pertain to these guidelines.

REGULATIONS

Cal OSHA Title 8 §3648. Operating Instructions (Elevating Work Platforms)

<https://www.dir.ca.gov/title8/3646.html>

Cal OSHA Title 8 §3648. Operating Instructions (Aerial Devices)

<https://www.dir.ca.gov/title8/3648.html>

ATTACHMENTS

Attachment 1. [Template – Mobile Elevating Work Platform Department Inventory](#)

Attachment 2. [Template – Certified Operator Roster](#)

Attachment 3. [Elevating Work Platform Pre-Operation Inspection Form](#)

Attachment 4. [Scissor Lift Pre-Operation Inspection Form](#)

Attachment 5. [Extensible Boom Platform Pre-Operation Inspection Form](#)

Attachment 6. [Vehicle Mounted Lift \(Bucket Truck\) Pre-operation Inspection Form](#)

ATTACHMENT 1 - LIFT EQUIPMENT INVENTORY FOR DEPARTMENT

Lift/Equipment Inventory for (Department/Shop Name)	
Responsible Person's NAME	

Instructions: An initial inventory of Industrial Lift Equipment owned/operated by each department must be conducted to identify all equipment impacted by this program. This must be done by physical inspection. At CSUDH this survey may be conducted by a responsible person in a department, the supervisor or their designee and documented on this form. Update this inventory list as equipment is purchased or retired from service, and at least annually.

Manufacturer	Type	Power Source	Nameplate Data	Max. Lift Capacity	Location	PPE/Uses
<i>Example: Genie</i>	<i>Scissor Lift</i>	<i>Electric/AC-DC</i>	<i>Model ZH1 S/N 456JV12X798</i>	<i>Platform 600 lbs.</i>	<i>Track Garage</i>	<i>Hardhat, steel toed boots General Greenhouse/warehouse use, Building maintenance.</i>

ATTACHMENT 2 – CERTIFIED MOBILE ELEVATING WORK PLATFORM (MEWP) OPERATORS

Operator List for (Department/Shop Name)	
Responsible Person’s NAME	

Instructions: An Operator Roster of Industrial Lift Equipment owned/operated by each department is maintained to identify all personnel enrolled in this program. At CSUDH this roster may be maintained by a responsible person in a department, the supervisor or their designee and documented on this form. Update this roster as equipment is purchased or retired from service, and personnel are added/deleted from using Industrial Lift Equipment within the Department.:

Operator Name	CSUID	Training Certification	Equipment	Operation Location
<i>Example : John Smith</i>	<i>012345678</i>	<i>Issued 6/19/19 Expires 6/19/22</i>	<i>Genie Scissor Lift Model ZH1 Genie EWP GL50309TL</i>	<i>Physical Plant</i>

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Attachment 3 - Elevating Work Platform Pre-Operation Inspection

Lift MFG:	Model:	Start Time:	Serial Number:	Date:
		AM/PM (circle one)		

Instructions: Operator must check off each item as having been checked “OK” and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location.

KEY OFF PROCEDURES	Pass	Fail	N/A
Check that the operator’s manual and manufacturer decals are in place and legible, and that the operator has reviewed the manual and is aware of its limitations			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check outriggers, outrigger limiting switches, and locking pins			
Check platform entry mid-rail/gate, and platform or basket housekeeping			
Examine the battery & fire extinguisher			
Check battery level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and ensure that all fall protection is being worn and attached properly			
Tires/Rollers/Monitor tire air pressure if pneumatic (Front Right psi, Front Left psi, Right Rear psi, Left Rear psi)			
KEY OFF PROCEDURES	Pass	Fail	N/A
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Steering and drive system			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Starting Hour Meter Reading:	Operator’s Name(Print/Signature):	Operator’s UID:	

Aerial Lift Site/Operation Hazard Assessment

Department:	
Location(s):	
Type of Work to be conducted:	

Instructions: An Operator must conduct a Site Hazard Assessment for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Operator/Evaluator:			
Date Evaluated:			
Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

ATTACHMENT 4 - SCISSORS PLATFORM LIFT PRE-OPERATION INSPECTION

Lift MFG:	Model:	Start Time:	Serial Number:	Date:
		AM/PM (circle one)		

Instructions: Operator must check off each item as having been checked “OK” and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location.

KEY OFF PROCEDURES	Pass	Fail	N/A
Check that the operator’s manual and manufacturer decals are in place and legible, and that the operator has reviewed the manual and is aware of its limitations			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check outriggers, outrigger limiting switches, and locking pins			
Check platform entry mid-rail/gate, and platform or basket housekeeping			
Examine the battery & fire extinguisher			
Check battery level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and ensure that all fall protection is being worn and attached properly			
Tires/Rollers/Monitor tire air pressure if pneumatic (Front Right psi, Front Left psi, Right Rear psi, Left Rear psi)			
KEY OFF PROCEDURES	Pass	Fail	N/A
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Steering and drive system			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Starting Hour Meter Reading:	Operator’s Name(Print/Signature):		Operator’s UID:

Aerial Lift Site/Operation Hazard Assessment

Department:	
Location(s):	
Type of Work to be conducted:	

Instructions: An Operator must conduct a Site Hazard Assessment for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Operator/Evaluator:			
Date Evaluated:			
Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

ATTACHMENT 5 – EXTENSIBLE BOOM PLATFORM PRE-OPERATION INSPECTION FORM

Lift MFG:	Model:	Start Time:	Serial Number:	Date:
		AM/PM (circle one)		

Instructions: Operator must check off each item as having been checked “OK” and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location. **WEAR FALL PROTECTION WHEN USING THIS LIFT.**

KEY OFF PROCEDURES	Pass	Fail	N/A
Check that the operator’s manual, decals are in place and legible, and that the operator has reviewed the manual and is aware of its limitations			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check drive hubs, engine for oil leaks			
Check platform entry mid-rail/gate, and platform or basket housekeeping			
Examine the battery & fire extinguisher			
Check fuel level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and insure that all fall protection is being worn and attached properly			
Tires/Rollers/Monitor tire air pressure if pneumatic (Front Right psi, Front Left psi, Right Rear psi, Left Rear psi)			
KEY OFF PROCEDURES	Pass	Fail	N/A
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Steering and drive system			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Starting Hour Meter Reading:	Operator’s Name(Print/Signature):		Operator’s UID:

Aerial Lift Site/Operation Hazard Assessment

Department:	
Location(s):	
Type of Work to be conducted:	

Instructions: An Operator must conduct a Site Hazard Assessment for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Operator/Evaluator:			
Date Evaluated:			
Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

ATTACHMENT 6 – VEHICLE MOUNTED LIFT (BUCKET TRUCK) PRE-OPERATION INSPECTION

Lift MFG:	Model:	Start Time:	Serial Number:	Date:
		AM/PM (circle one)		

Instructions: Operator must check off each item as having been checked “OK” and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location. **WEAR FALL PROTECTION WHEN USING THIS LIFT.**

KEY OFF PROCEDURES	<i>Pass</i>	<i>Fail</i>	<i>N/A</i>
Check that the operator’s manual, decals are in place and legible, and that the operator has reviewed the manual and is aware of its limitations			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check outriggers, outrigger limiting switches, and locking pins			
Check platform entry mid-rail/gate, and platform or basket housekeeping			
Examine the battery & fire extinguisher			
Check battery level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and insure that all fall protection is being worn and attached properly			
Monitor tire air pressure (Front Right ____psi, Front Left ____psi, Right Rear ____psi, Left Rear ____psi)			
Check lights, reflectors, parking brake			
KEY OFF PROCEDURES	<i>Pass</i>	<i>Fail</i>	<i>N/A</i>
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Check outriggers, leveling jacks and foot pads			
Starting Hour Meter Reading:	Operator’s Name(Print/Signature):		Operator’s UID:

Aerial Lift Site/Operation Hazard Assessment

Department:	
Location(s):	
Type of Work to be conducted:	

Instructions: An Operator must conduct a Site Hazard Assessment for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Operator/Evaluator:			
Date Evaluated:			
Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			