

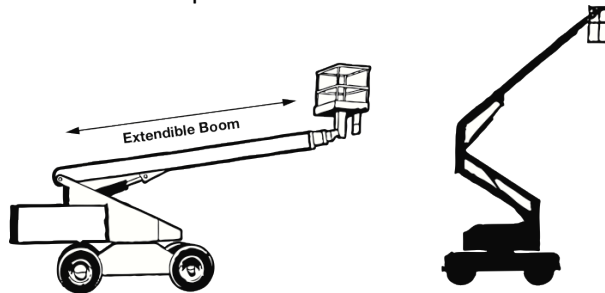
Northern Kentucky University	Policy Link: Occupational Safety Policy
Issue Date: 11/02/2018	Title: BOOM-SUPPORTED ELEVATING AERIAL PLATFORM PROCEDURE
Revised Date:	

OBJECTIVE AND PURPOSE

This procedure provides the requirements for the use of power platforms, man lifts, and vehicle mounted work platforms. This procedure is administered under the authority of University Occupational Safety Policy.

DEFINITIONS

Boom-Supported Elevating Aerial Platform - Characterized by a platform supported by an extendible or articulating boom attached to a mobile or permanent base.



RULES AND PROCEDURES

General Guidelines

- Only authorized persons, properly trained, shall be allowed to use an aerial lift. Use of University owned or rented lifts by contractors or other non-university personnel is prohibited.
- The information in this procedure shall be supplemented by good judgment, safety control, and caution in evaluating each situation.
- All requests to use the aerial lift shall be made through the Electric Shop. Please make the requests at least twenty-four hours in advance. The lift will be reserved on a first-come first-serve basis. **Exception: Emergencies will be given priority.**

Maintenance and Safety

- The Electric Shop shall establish a preventative maintenance and inspection program in accordance with the manufacturer's recommendations.
- Pre-start inspections shall be made and recorded by the authorized operator prior to each days use. All records shall be made available to employees upon request.
- The manufacturer's operating instructions shall be followed at all times. A copy of the operating instructions shall be attached to or in a designated compartment of the aerial lift.
- A fall arrest system shall be worn at all times by personnel in the bucket.
- Ground personnel in the area of the lift are required to wear a hard hat anytime the lift is in use.
- Minimum safe approach distance (MSAD) from energized power lines and parts shall be maintained at all times.
- Before the aerial platform is used and during use, the operator shall check the area in which the aerial platform is to be used for possible hazards.

Operating Precautions

- A ground person shall be present at all times while the aerial lift is elevated.

- Maximum load of the aerial lift, as suggested by the manufacturer, shall not be exceeded. Maximum load requirements include personnel plus all tools, materials and/or equipment required.
- Proper stabilizing devices shall be used at all times. The aerial shall not be operated in any manner on grades, side slopes or ramps exceeding those for which the aerial is rated.
- The operator shall ensure adequate clearance is maintained from overhead obstructions and energized electrical conductors and parts.
- Warnings such as, but not limited to, flags, roped off areas, flashing lights, and barricades shall be used to limit access to the areas below the lift.
- Only a maximum of two persons may occupy the bucket.
- Do not climb, sit, stand, or hang on the guardrails of the platform.
- The use of ladders, scaffolding, or any other devices on the platform for achieving additional height or reach is prohibited.
- Immediately report any problems or malfunctions that become evident during operations to your immediate supervisor.
- The aerial shall not be used as a crane.
- The lift shall be operated by a person in the bucket.
- The use of the lower controls is for emergency conditions only. Exception: Placing the bucket in a safe position after use or during safety inspections of the lift.

Emergency Operations

If the basket or supporting assembly becomes caught, snagged, or otherwise prevented from normal motion by adjacent structures or other obstacles such that control reversal does not free the lift, all personnel shall be removed from the basket before attempts are made to free the lift using lower controls.

If the lift's upper controls are not working properly or the operator is incapable of running the lift, the lower control shall be used to lower the basket. The person controlling the lift shall inform the personnel in the lift that he/she is lowering the basket. The lift shall be lowered to the ground with the least amount of rotation or contraction of the boom.

The operator shall immediately contact his/her supervisor and the Electric Shop, and tag out the lift. The Electric Shop shall ensure all problem(s) or malfunction(s) that affect the safety of operations is repaired prior to continued use.

RESPONSIBILITIES

Safety and Emergency Management

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

Chair/Director Responsibilities

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices. Chairs/directors shall ensure that their employees receive required training prior to beginning work and

annual/refreshers training as needed. The chair/director is also responsible for maintaining their employee training records.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

TRAINING

Departments shall ensure adequate training for each employee prior to performing work related to this procedure. Documentation shall be maintained for each employee. Additional information on training and documentation requirements can be found in corresponding regulations. For additional assistance contact Safety and Emergency Management.

For additional information, forms, training, and other resources visit nku.edu/safety.