AERIAL LIFT OPERATOR SAFETY PROGRAM
Table of Contents

I. Overview .............................................................................................................................3
II. Scope and Application .........................................................................................................3
III. Standards ..............................................................................................................................3
IV. Requirements .......................................................................................................................4
V. Responsibilities ....................................................................................................................4
VI. Training ................................................................................................................................6
VII. Inspections ....................................................................................................................... 6-7
VIII. Records Retention ...........................................................................................................8
References ........................................................................................................................................9
Attachments ...................................................................................................................................10
I. OVERVIEW

Prince William County Public Schools (PWCS) is a non-profit employer where designated employees are assigned and trained to operate aerial lifts. Employees working at elevated positions, (greater than six feet), pose a significant safety concern. Elevated Aerial Platform Lifts (AL) are commonly used in construction, maintenance, and athletic events to lift PWCS employees to elevated work positions to perform assigned work tasks. Proper operation and use of the AL can make completion of the elevated tasks safer and more efficient. During the movement of personnel, products, and materials, there are numerous opportunities for injuries and property damage.

ALs are essential in general facilities construction and maintenance. This program has been created to minimize the risk of injury to operators and bystanders, and to avoid damaging PWCS property. In addition, this program outlines general responsibilities, training requirements, inspections, and record retention governing AL operation at PWCS.

II. SCOPE AND APPLICATION

This program shall only apply to PWCS employees who operate diesel, electric, gasoline, and liquefied petroleum ALs. The contents of this program will assume that all contractors hired by PWCS and requesting to operate PWCS owned ALs must attend the same training as PWCS employees, prior to operating the AL.

III. REQUIREMENTS

- OSHA Standard 29CFR 1926.453 (Aerial Lifts)
- ANSI A92.2, 2006 (Vehicle Mounted Elevating and Rotating Aerial Devices) See Figure 1
- ANSI A92.3, 2006 (Manually Propelled Elevating Aerial Platforms) See Figure 2
- ANSI A92.5, 2006 (Boom-Supported Elevating Work Platforms) See Figure 3
- ANSI A92.6, 2006 (Self Propelled Elevated Work Platforms) See Figure 4

![Figure 1](Vehicle-Mounted Elevating Work Platform) ![Figure 2](Manually Propelled Elevating Work Platform)
IV. POLICY

PWCS departments using ALs must ensure that all PWCS employees comply with all aspects of this AL safety program. All PWCS employees operating PWCS owned ALs must successfully complete a training course provided by PWCS prior to operating any PWCS AL. Contractors operating ALs owned by PWCS are required to complete the PWCS training course. All AL operators, PWCS employees or contractors, must comply with all applicable standards and regulations governing the use of ALs as listed in Section 3.0 of this document.

V. RESPONSIBILITIES

A. ADMINISTRATORS

1. Ensure that responsibilities of this program are assigned to individuals and/or committees within their department.

2. Ensure that only trained employees and contractors operate ALs.

3. Observe the operation of ALs in your department, and correct any safety deviations.

4. Arrange for Risk Management and Security Services (RMSS) to provide AL training to all PWCS operators prior to the initial use of the AL, recertification at three years, and following an observed deviation or misuse of the AL.

5. Enforce pre-operation inspections and annual inspections on ALs in accordance with manufacturer’s instruction and the PWCS safety program.

6. If any safety-related concerns are discovered through the annual inspections, frequent inspections or prestart inspections, or at any other time, the AL will be tagged and locked out of service until the item(s) have been repaired.

7. When ALs are used outdoors, the department must ensure that weather conditions are continuously monitored through a real time weather service source throughout the use of the lift. **ALs may not be used when wind speeds reach 28 mph or more, or when there is a weather warning in effect for winds in excess of 28 mph.**
B. EMPLOYEE / OPERATOR

The operator has direct control over the operation of ALs. Strict adherence to safety practices is the responsibility of the operator.

1. Operators of ALs must review the operator’s manual prior to the initial AL use.

2. Operators of ALs must successfully complete classroom AL safety training and hands-on training prior to operating any PWCS AL. Upon successful completion of AL training, the operator is expected to know and understand the following about the AL:
   a. The safe operation of the AL.
   b. Hazardous conditions which threaten safety.
   c. All control features of the AL.
   d. All placard warnings.
   e. All safety devices on the AL.
   f. Where to locate the user manual.

3. Perform Pre-Operation Inspections: Operators will inspect the AL as required by this program to ensure proper operation. ALs that are not in proper operating condition, as determined during the pre-operation inspection, will be immediately removed from service and reported to the appropriate supervisor.

4. Perform Workplace Inspections: Prior to setting up the AL at each new location, the operator shall conduct a workplace safety inspection to identify potential workplace hazards. *Never elevate an AL when wind speeds may exceed 28 mph, or when lightning is observed.*

C. RISK MANAGEMENT AND SECURITY SERVICES

1. Develop and manage the PWCS AL safety program and AL training.

2. Issue AL certification cards to employees who successfully complete the AL training requirements.

3. Select, train, and schedule instructors who will conduct AL training.

4. At the discretion of the Office of Risk Management and Security Services, (RMSS), periodic unannounced audits will be conducted by RMSS staff to confirm operator training on ALs is up-to-date, inspections are being conducted on PWCS ALs, and all AL accidents are documented.

VI. TRAINING

In order to become certified to operate an AL, employees must successfully complete an initial two-part training program: a classroom session and a specific AL familiarization session (practical training).
Training certification cards will be issued by RMSS to all employees who complete these requirements. Each certificate will indicate the specific AL the training participant is approved to operate based on the make and model.

Recertification for ALs is required every three years.

Remedial will be required for any PWCS AL operator that has been involved in an AL incident or when an AL operator has been observed performing unsafe practices involving the AL.

A. CLASSROOM AND FAMILIARIZATION (PRACTICAL) TRAINING

All operators of ALs shall attend an AL safety training class delivered by RMSS or a trainer approved by RMSS. The trainer may be an experienced and competent PWCS AL operator, a representative of the AL manufacturer, a representative of the AL distributor, or a contracted AL training provider.

The contents of the training will include the following:

1. Purpose and use of manuals and where they must be located.
2. Pre-start inspection process.
3. Identification of malfunctions and problems.
5. Purpose of placards and decals.
6. Workplace inspections.
7. Safety rules and regulations.
8. Fall arrest systems.

VII. INSPECTIONS

The inspection process is a critical step in preventing AL accidents that are caused from faulty or worn out equipment. ALs that are not in proper operating condition shall be removed from service until the problems have been corrected.

A. ANNUAL INSPECTIONS

Annual inspections of PWCS ALs will be conducted by certified aerial lift inspectors. The inspector must be certified through a reputable company whose training program is applicable to ANSI/ASME and OSHA standards and manufacturer’s instruction.

B. PRE-OPERATIONAL INSPECTIONS

Prior to using AL equipment for a new work assignment, the operator will conduct a pre-operational inspection and site evaluation. 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.
Refer to the following program attachments for *Pre-Operation Inspection Checklists* and *Site Evaluation Forms* to determine the need for fall protection, document inspections, and hazard evaluation / equipment selection for work sites.

- **Articulating Boom Lift** – Attachment 1
- **Elevating Work Platform** – Attachment 2
- **Extension Boom Platform** – Attachment 3
- **Scissor Platform Lift** – Attachment 4
- **Vehicle Mounted Aerial Lift** – Attachment 5
VIII. RECORDS RETENTION

A. EMPLOYEE

Training records will be retained by an assigned departmental representative of the employee. Records shall include:

1. Name of employee.
2. PWCS badge number of employee.
3. Date employee was trained.
4. Recertification date (if applicable).
5. Name of person who provided the training.
6. Training records shall be maintained by department for a minimum of five years.
7. Subject of training.
8. Specific type of lift.

B. AERIAL LIFT

The following records will be maintained by each department that owns an AL:

1. AL inspection documents will be maintained for a minimum of five years.
2. Pre-Operation documents will be maintained for a minimum of two years.
3. Annual inspection documentation will be maintained for the entire ownership of the AL.
4. All maintenance performed on the AL will be maintained for the entire ownership of the AL.
REFERENCES


