



Aerial Lift Safety Program

**Department of Public Safety - Environmental, Health and Safety
Standard Operating Procedure (SOP) #33**

Lafayette College Forklift (Powered Industrial Forklift) Program

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Standard Operation Procedure (SOP) #33– Revised April 2023

Purpose

To ensure the safe operation of aerial lift equipment and to comply with applicable Occupational Safety and Health Administration regulations and ANSI standards as described below.

Scope

This program applies to any employee or student whose duties require them to operate an aerial lift.

Referenced Documents

Occupational Safety and Health Administration (OSHA) Code of Federal Regulations (CFR) 29:

- 1910.28 – Safety Requirements for Scaffolding
- 1910.29 – Manually Propelled Mobile Ladder Stands and Scaffolds
- 1910.33 – Selection and Use of Work Practices

American National Standards Institute (ANSI):

- A92.3-2006 – Manually Propelled Elevating Aerial Platforms
- A92.6-2006 – Self-Propelled Elevating Work Platforms

Responsibilities

Directors/Department Heads

- Hold the appropriate supervisors/individuals accountable for the responsibilities within this program.

Supervisors

- Certify that each operator is competent to operate an aerial lift, as demonstrated by the successful completion of the training and evaluation specified in the training section of this SOP.
- Ensure that a certificate is given to the operator. The certificate must include his/her name; training date; evaluation date; and the trainer/evaluators name.
- Provide refresher training as required in the Refresher Training section of this SOP.
- Evaluate each operator's performance every three years.
- Hold operators accountable for the safe operation of aerial lifts.
- Make arrangements for service/maintenance of any lifts that have been marked "Out of Service"

Environmental, Health and Safety

- Assist in the initial training, refresher training, and evaluations of operators.
- Coordinate annual inspection/re-certification of lifts by certified entity or manufacturer.
- Update this SOP when necessary.

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Trainer

- Conduct training as required by OSHA/ANSI.
- Evaluate operator competence.
- Provide a certificate to the operator. The certificate must include his/her name; training date; evaluation date; and the trainer/evaluators name.

Employee/Student (Aerial Lift Operator)

- Attend training and refresher sessions as needed.
- Follow safe operating procedures, including performing pre-use inspection of lifts.
- Inform supervisor of accidents, near misses, and/or problems with any lift.

Pre-Use Inspections

- Every aerial lift must be inspected prior to use on each shift. Pre-use inspections must be documented using an appropriate checklist for the lift similar to the one in Appendix A. Refer to the manufacturer's inspection requirements for complete inspection details. Completed checklists will be kept on file for a period not less than a year.
- The pre-use inspection will identify conditions that could affect the safe use of the lift. If any unsafe conditions exist, the lift shall be removed from service. In order to remove an aerial/scissor lift from service, the operator shall remove the keys and place an “Out of Service” tag near the operator control panel.
- Operators must immediately report any unsafe conditions to their supervisor. When a lift has been removed from service, the operator must give the keys to the supervisor for safekeeping. The supervisor is then responsible for ensuring the necessary arrangements are made for repair.
- Only authorized personnel shall perform aerial lift repairs and adjustments. All replacement parts shall be the same design as the original or an equivalent design as designated by the manufacturer.

Maintenance

The manufacturer’s instructions regarding maintenance must be followed. (Such instructions are typically included in the owner’s manual for the aerial/scissor lifts).

- An annual inspection is required and must be conducted by an authorized person qualified as a mechanic on the type of aerial / scissor lift or one having similar design characteristics.
- Any aerial/scissor lift with an identified safety issue will be immediately removed from service.
- Maintenance performed by certified aerial/scissor lift operators will be limited to replacing/disconnecting/connecting batteries, changing fuel cylinders, adding water to batteries, replacing light bulbs and replacing stickers and decals.
- No aerial/scissor lift with a leak in the fuel system will be operated until the leak has been eliminated. Repairs to the fuel and ignition system that involve fire hazards will be conducted in a location (non-flammable) designated for such repairs.

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- Any aerial/scissor that emits hazardous sparks or flames from the exhaust system will be immediately removed from service and not returned to service until the cause has been eliminated.
- Only replacement parts equivalent to the original parts are to be used.

Training

Prior to operating or manning an aerial lift, employees and students must be provided equipment-specific training by a certified operator (either in-house or as supplied by the manufacturer), demonstrate proficiency and review the operator's manual. Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

Initial Training - Operators will be trained in the following topics except in topics which the supervisor can demonstrate are not applicable to safe operation of the forklift in the workplace:

Aerial Lift Operation:

- Operating instructions, warnings, and precautions for the types of aerial lift the operator will be authorized to operate;
- Forklift controls and instrumentation:
 - Where they are located, what they do, and how they work;
- Engine or motor operation;
- Steering and maneuvering;
- Visibility;
- Vehicle capacity;
- Vehicle stability;
- Any vehicle inspection and maintenance that the operator will be required to perform;
- Refueling and/or charging and recharging of batteries;
- Operating limitations;
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the type of vehicle that the employee is being trained to operate.

Workplace Inspection and Hazards:

- Surface conditions where the vehicle will be operated;
- Pedestrian traffic in areas where the vehicle will be operated;
- Narrow aisles and other restricted places where the vehicle will be operated;
- Hazardous (classified) locations where the vehicle will be operated;
- Ramps and other sloped surfaces that could affect the vehicle's stability;
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

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Refresher Training - refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the aerial lift safely. Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle 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 the operator is not operating the aerial lift safely;
- The operator is assigned to drive a different type of aerial lift; or
- A condition in the workplace changes in a manner that could affect safe operation of the aerial lift

Evaluations

Every three years certified operators will be evaluated by a trainer. The trainer will do two things: first, observe the operator during normal operations to determine if the operator is performing safely, and second, ask pertinent questions to ensure that the operator has the knowledge or experience needed to operate an aerial lift safely.

Equipment Inventory

Make	Model	Department	Typical Location	Contact Person
Genie	AWP 30S	Theater	Buck Hall	Alex Owens
Genie	IWP 25S	Facilities	Hugel Basement	Don Brinker or Steve Kauth
Genie	PLC 24P	Theater	Williams Arts	Drew Maciula
Genie	DPL 35S	Facilities	APK	Don Brinker or Steve Kauth
Genie	1930	Theater	Buck Hall	Alex Owens
JLG	JLG 600A	Facilities	Sullivan Deck	Don Brinker or Jeff Weed
JLG	20MVL	Facilities	1001 Bushkill	Don Brinker or Steve Kauth
MEC Hite Master	MEC 2558	Athletics	Metzgar Field	Andrew Foster
Versalift Bucket Truck	36PI	Facilities	1001 Bushkill	Don Brinker