



County of Henrico Human Resources

| Verification | Originator | Revised | Issued |
|--------------|-----------------|-----------------|-----------------|
| Initials | Risk Management | Risk Management | Risk Management |
| Date | 05/01/2015 | 06/20/2017 | 07/01/2017 |

Safety/Loss Prevention Manual

Chapter 22 Powered Platforms, Manlifts, Vehicle-Mounted Work Platforms and Aerial Lifts

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| Area of Application: | County of Henrico Employees | |
| Document Location: | http://employees.henrico.us/info/safety-manual/ | |
| Revisions | | |
| Rev. No. | Date | Description |
| 001 | 6/20/17 | Revision to training and inspection requirements. Pre-use checklist added. |

Purpose:

This chapter will help ensure County of Henrico employees to comply with Virginia Occupational Safety & Health Standards 29 CFR 1910.68, and the American National Standards Institute (ANSI) A92.2-1969, A92.3, A92.5, A92.6., whenever they operate Aerial Lift/Powered Platform/Manlift during their assigned duties.

Scope:

This policy applies to all County of Henrico employees and contractors required to operate aerial work platforms while performing work.

Program Administration:

Through the guidance of Risk Management, each affected department or agency will establish written procedures specific to its operation and outline how the requirements of this chapter will be met.

Policy:

Aerial lift/work platform equipment operators will follow all general safety rules and any specific safety rules while operating aerial lifts, and this includes all manufacturer's recommendations.

Responsibility:

Department Heads and supervisors will ensure all affected employees follow the requirements outlined in this chapter.

Definitions:

Aerial Lift - Any vehicle-mounted device, telescoping or articulating, or both, used to elevate personnel. These include: extendable boom platforms, aerial ladders, articulating (jointed) boom platforms, vertical towers, and/or any combination thereof.

Aerial Ladder - An aerial device consisting of a single or multiple section extendible ladders

Articulating Boom Platform - An aerial device with two or more hinged boom sections

Extendible Boom Platform - An aerial device (except ladders) with a telescopic or extendible boom. A telescopic derrick with personnel platform attachment shall be considered an extendible boom.

Insulated Aerial Device - An aerial device designed for work on or near energized lines and apparatus.



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Manlift - a device consisting of a power-driven endless belt moving in one direction only with steps or platforms and attached handholds for the transportation of personnel from floor to floor.

Mobile Unit - A combination of an aerial device, its vehicle, and related equipment

Platform - A personnel-carrying apparatus (basket or bucket) that is a component of any aerial device.

Powered Platform - a platform designed for indoor and outdoor building maintenance, such as window washing or painting (i.e., a mechanical scaffold).

Vehicle - Any carrier that is not propelled manually.

Vertical Tower - An aerial device designed to elevate a platform in a primarily vertical axis.

New Operator Requirements:

- A. Shall be trained by a competent person on the use of the device prior to operating it without supervision.
- B. Risk Management recommends that all new operators view the on-line module (Web Net Training) provided by the County of Henrico.
- C. Must understand the hazards associated with operating the device, and how to recognize potential hazards.
- D. Shall provide a hands-on demonstration of device operation (i.e., work platform, bucket truck) to a competent person before use.
- E. Must understand the proper use of fall protection and when and how to use it.
- F. Training must include written procedures (with pictures or text) for using the device. The manufacturer's operating manual may be used.
- G. Training shall be documented by the affected department or agency by recording:
 1. The name of the trainee,
 2. The topics covered during the training session,
 3. The name of the competent person conducting the training,
 4. The date of the training session and the signature of the competent person.

NOTE: Training for aerial lift device operators may be provided by a qualified third-party person. If a department or agency does not have a qualified competent person available to conduct training, notify Risk Management for assistance. Refresher training is required if the operator is observed to be working in an unsafe manner, has a near-miss incident, or has an actual accident using an aerial lift. If necessary or desired, departments and/or agencies may assign refresher training on a periodic basis.

General Safety Rules for Aerial Lift/Work Platform Use:

All users are responsible for operating aerial lifts safety, including any requirements specific to the device. Operators and supervisors shall practice these safety guidelines:

1. Only those persons trained by a competent person shall operate any aerial lift or platform.
2. Outside contractors shall not operate any County of Henrico aerial lift/work platform equipment at any time.
3. All operators shall read and understand the manufacturer's operator manual.
4. Before **each** use, the operator shall complete a pre-operation safety check of an aerial device. The check shall follow the manufacturer's recommendations, or will be documented by using a



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prepared checklist. A generic pre-use checklist is available on the County of Henrico website “My Workplace” tab under the “Safety” section.

5. All controls shall be tested prior to use to ensure they are in proper working condition.
6. Unauthorized passengers shall never ride on aerial lift.
7. Never exceed the manufacturer’s weight limit.
8. To prevent injury to workers on the ground, no one shall stand or walk under any aerial lift while it is in use.
9. If an aerial lift is found to be in disrepair, defective, or in any way unsafe, the unit shall be taken out of service. The supervisor or department head shall be notified immediately so proper repairs can be made.
10. Operators shall never place arms or legs between the cross members of an extended aerial lift.
11. Aerial lifts will be lowered and locked in the “down” position when moving the lift without an employee aboard.
12. Securing fall protection to an adjacent pole, structure, or equipment while working from an aerial lift is prohibited.
13. Operators shall always stand firmly on the floor of the basket or platform, and shall not sit or climb on the edge of the basket or use planks, ladders, or other items to modify the work position.
14. A safety harness shall be worn and a lanyard attached to the designated clip point in the cage or basket. This prevents the operator from “bouncing” out of a moving basket.
15. The brakes shall be set and outriggers, when used, shall be positioned on firm pads or a solid surface.
16. Wheel chocks shall be set in place before engaging any aerial lift.
17. For articulating booms and extendible boom platforms, when designed as personnel carriers, ensure both platform (upper) and (lower) controls are working properly.
18. Lower controls are intended to override upper controls. **NOTE:** Lower controls shall not be operated unless permission has been obtained from operator, except in case of emergency.
19. Upper and lower control buttons or knobs shall be clearly labeled as to their function.
20. An aerial lift shall never be moved when the boom is elevated with a worker in the basket, except for a device specifically designed for this type of operation.
21. To prevent compromising the effectiveness of insulation, the insulated portion of an aerial lift shall not be altered in any way.
22. Before moving an aerial lift to a work site, the boom(s) shall be inspected by the operator or other competent person to ensure the outriggers are in stowed in the proper position.
23. All accidents to persons or property must be reported to the supervisor immediately.

Safety Inspections and Assessments

A qualified mechanic or competent person shall perform a pre-use inspection and complete a checklist of each aerial lift device before work begins.

1. Under ANSI sections A92.5 and 92.6 section 6.6(2), aerial lifts shall be inspected as per the manufacturer’s recommendations, before each use, or at least every three months or after 150 hours of use, whichever comes first.



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2. Even for a device that is not in regular use, an annual inspection is required at least every thirteen (13) months. (ANSI A92.6 and A92.5 section 6.7). If assistance is needed, contact Risk Management.
3. **NOTE:** A scissor lift is not covered under 29 CFR 1910.66-68. As per the construction standard, (29 CFR 1926.451) a scissor lift is defined as a scaffold. Any department using a scissor lift should contact Risk Management for guidance.

Disclaimer:

Although every effort has been made to ensure this Policy addresses all applicable regulations, it is the operational manager's responsibility to ensure all rules and regulations are identified and followed.