

# COUNTY OF HENRICO

AERIAL LIFT PRE-USE INSPECTION CHECKLIST	
<b>Operator/Inspector (print):</b>	<b>Department:</b>
<b>Unit Type (check appropriate):</b> <input type="checkbox"/> Scissor Lift <input type="checkbox"/> Articulating Boom <input type="checkbox"/> Man Lift <input type="checkbox"/> Other: _____	<b>Date:</b>
	<b>Location of Use:</b>

	UNIT INSPECTION ITEM AND DESCRIPTION	PASS	FAIL	N/A
1	The manufacturer's operations manual is stored on the unit, or is accessible at all times			
2	Operating and emergency controls are in proper working condition (including emergency stop mechanism)			
3	Functional platform drive controls are in proper working condition			
4	Emergency lowering mechanism operates properly			
5	Lower operating controls successfully override the upper controls			
6	Both upper and lower controls are adequately protected from inadvertent operation			
7	Control panel is clean and all buttons/switches are clearly visible and labeled			
8	All switch and mechanical guards are in good condition and properly installed			
9	All safety indicator lights work			
10	All drive controls function properly and are accurately labeled			
11	Motion alarms function properly			
12	Safety decals are in place and readable			
13	Guard rails are sound and in place, including basket chains			
14	Work platform and extension slides are clean, dry, and clear of debris			
15	Models with platform extensions: slides in and out freely with functioning safety locking pins			
16	Inspect for defects, including cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harness, etc.			
17	Tires and wheels are in good condition with adequate air pressure if pneumatic			
18	Braking devices are operating properly			
19	If applicable, Oil level/Hydraulic Oil Level/Fuel Level/Coolant Level is acceptable			
20	Battery Charge is acceptable			
21	Outriggers in place or functioning and associated alarms working			

Safety Precautions to Consider and/or Follow:	Check to Confirm
Personal Protection in use (harness, lanyard, hardhat, etc.)	
See manufacturer guidelines for use in windy conditions (always lower the lift if it begins to rock in the wind)	
Floor/ground conditions: drop offs, holes, uneven surfaces, and sloped floors	
Housekeeping: debris, floor obstructions, cords, construction materials and supplies	
Location of electrical power cables or panels (keep minimum 10 ft. away) Contact the appropriate department/utility for guidance on larger lines or wet conditions	
Look for chemical lines, gas lines, drain lines, and utilities	
Overhead obstructions are considered and removed if possible	
NEVER exceed load capacity	
Watch for vehicular and pedestrian traffic (set up barricades if necessary)	

**If an Aerial Lift fails any section on this checklist, take the machine out of service immediately. Report the problem(s) to a supervisor. Submit completed checklist to a supervisor. File completed checklists for one calendar year.**