



Aerial Work Platform Safety Program

October 2016

San Bernardino Valley College
701 South Mount Vernon Avenue
San Bernardino, California 92410

&

Crafton Hills College
11711 Sand Canyon Road
Yucaipa, California 92399

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Policy Statement

It is the policy of the San Bernardino Community College District (SBCCD) that all employees operating an Aerial Work Platform (AWP) will be qualified and knowledgeable of safe operating procedures in furtherance of protecting the safety and health of those on campus.

Purpose

SBCCD has determined that certain employees may operate AWP's, inducing the potential exposure to the associated hazards during routine operations. The purpose of this program is to ensure that all SBCCD AWP operators are adequately trained and qualified to operate an AWP to ensure a safe campus for employees and students. SBCCD will maintain compliance with the Cal/OSHA standard for AWP's.

Scope and Application

This program applies to all SBCCD employees whose work includes the use of elevating work platforms and vehicle mounted or self-propelled aerial devices, which are used to position personnel, along with their tools and necessary material, to work locations. This program does not include mobile ladder stands and scaffolds powered platforms for exterior building maintenance, industrial trucks, tractors, haulage vehicles, and earth moving equipment.

Responsibilities

Program Administrator

The College President is the program administrator, the Vice President of Administration is the designee, and both have the authority and responsibility for implementing and maintaining this AWP Safety Program for their respective campuses. Assigned campus designees are as follows:

Vice President of Administrative Services/SBVC, Site Safety Officer
San Bernardino Valley College
Tel: (909) 384-8958
&
Vice President of Administrative Services/CHC, Site Safety Officer
Crafton Hills College
Tel: (909) 389-3210

The AWP Program Administrators and designees may be assisted in their duties by District Safety and Risk Management. District Safety and Risk Management can be reached at (909) 382-4040 during regular business hours.

The Program Administrator or designee is responsible for administering the AWP Safety Program. Duties of the program administrator including:

- Monitoring AWP use to ensure that they are being used in a safe operating condition
- Maintaining records required by the program
- Evaluating the program
- Updating written program, as needed

Supervisors

Supervisors are responsible for ensuring that the AWP Safety Program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

- Coordinate employee training, and certify that all operators receive training every five (5) years
- Ensure that only trained and qualified individual operate lifts
- Verify employee compliance with the principles and practices outlined in the AWP Safety Program
- Provide specific operational training for each lift in their department
- Observe the operation of lifts and correct unsafe practices
- Verify that all employees who operate or work near AWP's are properly trained
- Maintain written records of operator training
- Maintain written records of the frequent and annual inspections performed by the lift owner, including the date any hazards were found, the date when resolved, and the name of the person performing the repairs
- Maintain written records of the name and purchaser of each lift
- Make recommendations for revisions to the plan, if necessary

Employees

AWP Operators shall:

- Participate in AWP training, as required
- Comply with all safe operating procedures presented in this program
- Report all accidents and near miss incidents
- Conduct daily AWP inspections and walk-arounds prior to operation
- Report any deficiency found during inspection that might affect the safe operation of the AWP
- Observe the operation of lifts in your department, and report unsafe practices to your supervisor.

Definitions

- **Aerial Device:** Any vehicle-mounted or self-propelled device, telescoping extensible or articulating, or both, which is primarily designed to position personnel
- **Aerial Ladder:** An aerial device consisting of a single-or-multiple-section extension ladder
- **Articulating Boom:** An aerial device with two or more hinged boom sections
- **Boom:** An elevating member; the lower end of which is so attached to a rotating or non-rotating base that permits elevation of the free or outer end in vertical plane
- **Elevating Work Platform:** A device designed to elevate a platform in a substantially vertical axis. (Vertical Tower, Scissor Lift, Mast-Climbing Work Platform)
- **Extensible Boom Platform:** An aerial device (except ladders) with an extensible boom. Telescopic booms with personnel platform attachments shall be considered to be extensible boom platforms.
- **Insulated Aerial Device:** An aerial device designed for work on energized lines and apparatus
- **Mast-Climbing Work Platform:** A powered elevating work platform or platforms, supported on one or more vertical masts, for the purpose of positioning personnel, along with necessary tools and materials.
- **Orchard Man-Lift:** An aerial device designed to elevate and position personnel for the purpose of harvesting and/or pruning fruit and nut trees
- **Override:** The taking over of primary control functions from a secondary location
- **Pin-On Platform:** A platform other than basket or tub, without a guardrail, which is attached to a boom by hinge or pivot connection allowing movement in the vertical plane, including such hinge down platforms, used at the upper end of aerial ladders
- **Platform:** Any personnel-carrying device (bucket, basket, cage, stand, tub, or equivalent) which is a component of an aerial device
- **Rated Work Load:** The safe design live load carrying capacity of the work platform
- **Stability:** A condition of a work platform in which the sum of the moments, which tends to overturn the unit is less than the sum of the moments tending to resist overturning
- **Work Platform, Adjustable:** Any device that has a platform, which is vertically, horizontally or rotationally adjustable and supported by a structure

Program Elements

Pre-Operation Inspection

Prior to the operation of any AWP, a documented visual inspection shall be completed (See Pre-Use Inspection form, Appendix C). This applies at the beginning of every work period, and whenever a new equipment operator takes control of the AWP. Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) must be reported for immediate repair. The AWP shall be locked and tagged, and taken out of service.

Training Program

Employees who are authorized to operate AWP's shall receive training prior to engaging in their duties, and at least every five (5) years thereafter. The purpose of the training is to ensure that the safe operating procedures outlined in this program are followed and that the regulatory requirements are complied with. The AWP operator's supervisor will also ensure that authorized lift operators have acquired the necessary practical skills required for safe operation.

Operational training will consist of a combination of general safety instruction, practical/operational training (demonstrations performed by the trainer, and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace. All operational training must be conducted under close supervision.

All training shall be in compliance with, but not limited to, 29CFR1910.67, 29CFR1926.453, ANSI/SIA A92.5-2006, Boom-Supported Elevating Work Platforms and ANSI/SIA A92.6-2006, Self-Propelled Elevating Work Platforms. (See Appendix D, Training Requirements, Initial, General, Evaluation & Re-Training)

Monitoring

Supervisors

The AWP operator's supervisor shall review inspection documents to ensure accuracy and consistency, inclusive of all requests for repairs, and shall document completed repairs.

The supervisor is responsible for monitoring the following:

1. AWP repairs are documented
2. Annual refresher training is completed/documented
3. Lifts do not remain in use, if safety concerns are noted on the Pre-Use Inspection form
4. The Pre-Use inspection form is completed (See Appendix C, Pre-Use Inspection Form)

Compliance

Operation

- Operators must wear a full body harness with a non-shock absorbing lanyard protection system at all times when in articulating or extension boom lifts
- In the event of a fall, the operator must be provided a method of self-rescue
- In the event of a fall, the operator must be provided with a method to create a place of safe refuge to reduce suspension trauma
- All operators will be instructed on proper rescue procedures
- Operators must wear hard hats in areas where overhead hazards exist
- Operators use extreme caution when meeting pedestrians, making turns, and cornering
- Arms or legs may not be placed between the uprights of the mast, outside the running lines nor any portion of the boom swing
- Persons are not allowed to stand or pass under any elevated portion of a lift
- AWP's shall not be driven up to anyone standing in front of a fixed object
- AWP's shall not be used as cranes
- Travel-ways must be maintained free from obstructions
- A safe distance must be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Lifts shall not be used for opening or closing freight doors
- Maintain sufficient headroom under overhead installations such as: lights, pipes, sprinkler systems, etc.
- A load backrest extension must be used whenever necessary to minimize the possibility of the load or part of it from falling rearward
- Lift capacity must be marked on all lift baskets
- Operators must assure the load does not exceed rated weight limits
- When a lift is left unattended (more than 25ft. away or out of sight), load engaging means must be fully lowered, controls neutralized, power shut off, and brakes set. Wheels must be blocked if the truck is parked on an incline
- All modifications must be approved by the manufacturer, and new rated load capacities determined and posted on the forklift. Written approval is required
- Operators must report all incidents/near misses, regardless of fault and severity, to their supervisor

Loading

- Only handle loads within the rated capacity of the lift basket
- Loads and personnel shall be safely arranged, stable, and centered – always use caution when handling loads
- Lifts shall not be used as cranes

Traveling

- If the load being carried obstructs forward view, the driver must travel with the load trailing
- The driver must look in the direction of and keep a clear view of the path of travel
- Grades must be ascended and descended slowly.
- Stunt driving and horseplay are prohibited
- Avoid running over loose objects on the roadway surface
- While negotiating turns, reduce speed
- Smoking is prohibited in the charging area
- Precautions must be taken to prevent open flames, sparks, or electric arcs in battery charging areas
- Tools and other metallic objects must be kept away from the top of uncovered batteries
- Distracted operating such, but not limited to, cell phone use is prohibited

Changing/Charging Storage Batteries

- If the operator is tasked with performing battery changing/charging, the operator shall follow the manufacturer's instructions.

Maintenance

- Any lift not in safe operating condition must be removed from service. Authorized personnel shall make all repairs
- Lifts shall be kept in a clean condition. All loose and non-essential materials shall be removed immediately

Program Evaluation

The SBCCD AWP Safety Program will be reviewed and revised as necessary whenever changes at SBCCD sites render any section of this program obsolete, incidences related to work in/around AWP's result in an injury or near miss, and on an annual basis by the Program Administrator.

Documentation and Recordkeeping

A written copy of this program and the related OSHA standard are kept in the Program Administrator's office and is available to all employees who wish to review it.

Each department must maintain a record of all individual employee training, including:

- Subject matter of the training (classroom, test and obstacle course performance)
- Make/model/type of AWP
- Date of training
- Name of individual trained
- Name of supervisor or trainer providing the training
- Training records must be maintained by the department for a minimum of 5 years

Appendix A: SBVC Site Specific Information

VP Administrative Services

- (909) 384-8958

SBCCD Safety & Risk Management

- (909) 382-4040

Web Links

- <https://sbccd.org/safetyrisk>

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Appendix B: CHC Site Specific Information

VP Administrative Services

- (909) 389-3210

SBCCD Safety & Risk Management

- (909) 382-4040

Web Links

- <https://sbccd.org/safetyrisk>

Appendix C: Pre-Use Inspection Checklist

Inspector: _____ Date: _____ Model: _____

| Item | Pass | Fail | Corrective Action |
|---|------|------|-------------------|
| 1) Check upper and lower control functions. | | | |
| 2) Check emergency stop functions (lower control and upper control). | | | |
| 3) Inspect tires for excessive wear, splitting or missing tire material. | | | |
| 4) Inspect tires for proper inflation pressure. | | | |
| 5) Check hydraulic fluid levels. | | | |
| 6) Check fall restraint structure is free of cracks and all components function. | | | |
| 7) Inspect hydraulic cylinders for leaks at seal area. | | | |
| 8) Operator safety manual available. | | | |
| 9) Check all safety warning devices (horn, lights, etc.). | | | |
| 10) When applicable, inspect batteries for: <i>Note: thick nitrile gloves, splash goggles, and long sleeves must be worn when working with batteries.</i> | | | |
| a. Cracks or holes in batteries. | | | |
| b. Excessive corrosion build up on battery. | | | |
| c. Frayed or corroded cables. | | | |
| d. Battery fluid level. | | | |
| e. Tight battery connections | | | |
| f. Clogged or missing vent caps. | | | |
| 11) When applicable check propane tanks for: | | | |
| a. Cracks, broken weld points, and other visual damage – check tank service life. | | | |
| b. Leaks at valves, nozzles, and hoses | | | |
| 12) Fire Extinguisher (if applicable) | | | |
| Comment | | | |

Appendix D: Initial, General, Evaluation, Re-Training Requirements

Initial Training

New employees and/or employees not familiar with AWP operation shall attend and complete AWP classroom training prior to being permitted to any “hands-on” practicing. (Sample Training Agenda – See Appendix A) The employee’s initial training shall consist of:

- Receive instruction on the intended purpose and function of each control
- Prior to operating any AWP, the trainee will read and understand the manufacturer's operating instruction(s) and user's safety rules, or receive training by a qualified person on the contents of the manufacturer's operating instruction(s) and users safely rules
- Be informed of the lift operating limitations and restrictions as defined by the manufacturer
- Understand by reading or having a qualified person explain all decal, warnings, and instructions displayed on the lift
- During operational training, trainees may operate a lift only under the direct supervision of authorized trainers, and where such operation does not endanger the trainee or other employees
- All training and evaluation must be completed before an operator is permitted to use a lift without continual and close supervision

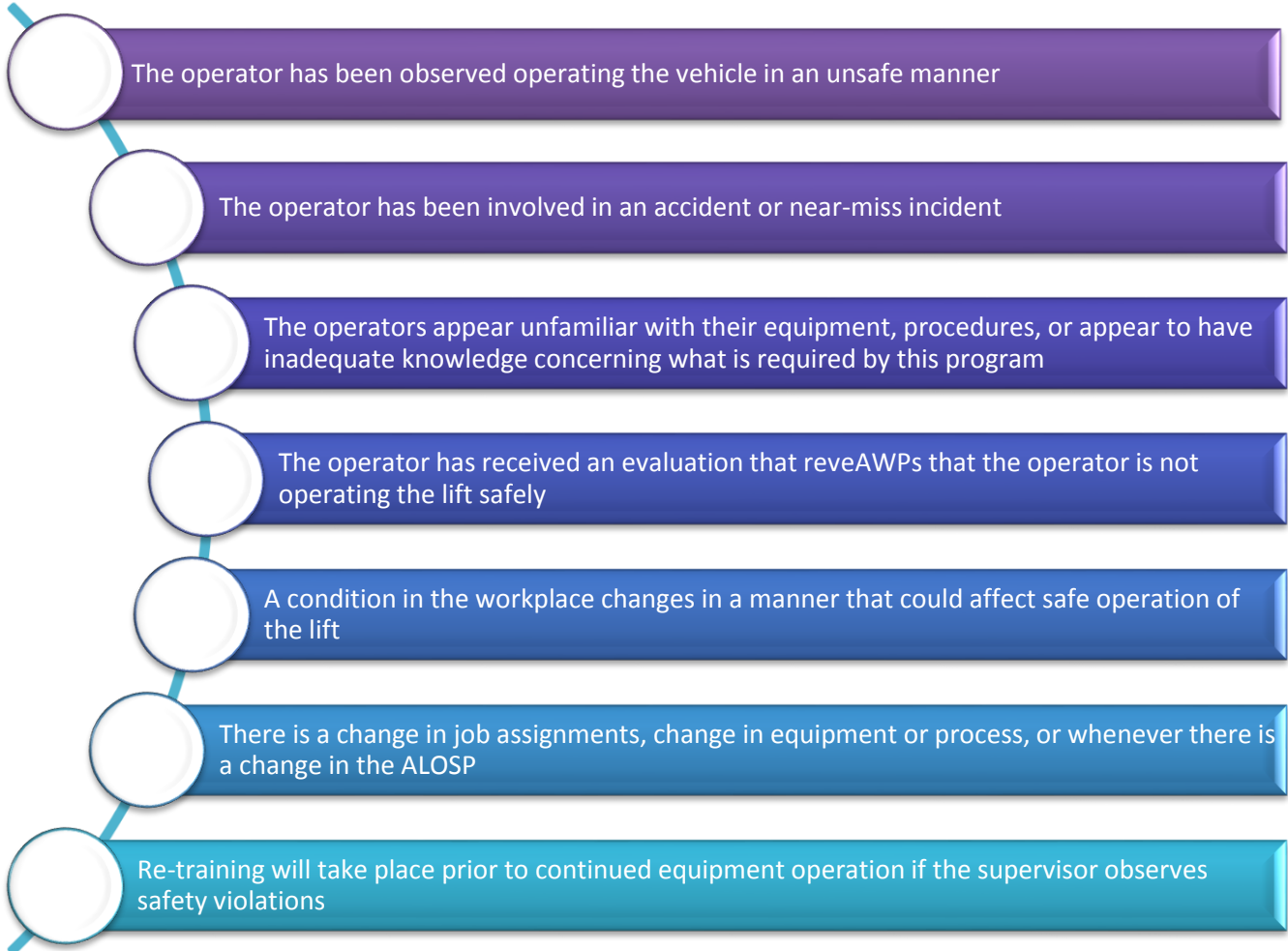
General Training Requirements

Only personnel, who have received general instructions regarding the inspection, application and operation of AWP's, including recognition and avoidance of hazards associated with their operation, shall operate an AWP. Such items covered shall include, but not necessarily be limited to, the following issues and requirements:

1. •The purpose and use of manual
2. •That operating manuals are an integral part of the aerial platform and must be stored properly in the weather resistant compartment when not in use
3. •A pre-start inspection
4. •Responsibilities associated with problems or malfunctions affecting the operation of the aerial platform
5. •Factors affecting stability
6. •The purpose of placards and decAWPs
7. •Workplace inspection
8. •Safety rules and regulations
9. •Authorization to operate
10. •Operator warnings and instructions
11. •Actual operation of the aerial platform. Under the direction of a qualified person, the trainee shall operate the aerial platform for a sufficient period of time to demonstrate proficiency in the actual operation of the aerial platform

Re-Training

Re-training shall take place prior to continued equipment operation if the following occurs:

- 
- The operator has been observed operating the vehicle in an unsafe manner
 - The operator has been involved in an accident or near-miss incident
 - The operators appear unfamiliar with their equipment, procedures, or appear to have inadequate knowledge concerning what is required by this program
 - The operator has received an evaluation that reveals that the operator is not operating the lift safely
 - A condition in the workplace changes in a manner that could affect safe operation of the lift
 - There is a change in job assignments, change in equipment or process, or whenever there is a change in the ALOSP
 - Re-training will take place prior to continued equipment operation if the supervisor observes safety violations



Safety Program Approval Form

Safety Program: Aerial Work Platform Consolidated Safety Program – San Bernardino Valley College – September 2016

Reviewed by:  Date 09/19/16

Whitney J. Fields

SBCCD Director, Safety & Risk Management

Approved by:  Date 9-21-16

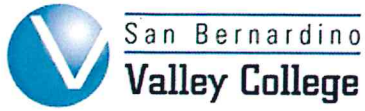
Scott Stark

SBVC/Vice President Administrative Services/Business Services

Approved by:  Date 9-21-16

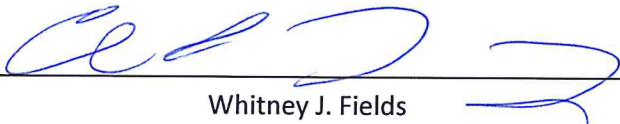
Diana Rodriguez

SBVC President

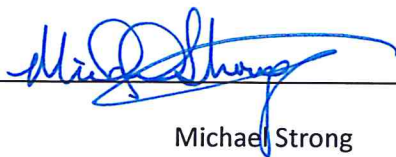


Safety Program Approval Form

Safety Program: **Aerial Work Platform Consolidated Safety Program – Crafton Hills College – September 2016**

Reviewed by:  Date 09/14/16
Whitney J. Fields

SBCCD Director, Safety & Risk Management

Approved by:  Date 9/23/16
Michael Strong

CHC/Vice President Administrative Services/Business Services

Approved by:  Date 9/27/16
Dr. Wei Zhou
CHC President