

# **Liberty University Aerial Work Platform Safety Program and Standard Operating Procedures**

## **Purpose and Scope**

This program is provided by Liberty University to ensure that employees are properly trained on the safe use and operation of aerial work platforms (AWP's) and to provide policy requirements when operating this machinery. It contains practices and procedures to protect employees from the hazards associated with using these types of equipment. The provisions of this document apply to all personnel at Liberty University on all Liberty Properties or on any property in which work is performed by the university.

It is the policy of Liberty University to take every reasonable precaution to provide a work environment free from recognized hazards for its employees in accordance with the General Duty Clause per the OSHA act Public Law 91-596 Section 5(a)(1) and in accordance with specific OSHA standards.

The Director of Environmental Health & Safety is responsible for establishing and maintaining the Aerial Work Platform Safety Program and Standard Operating Procedures. Appropriate safety equipment (e.g. anchorages, retractable lifelines, etc.) must be provided by the university when such equipment is necessary to protect the health and safety of the employee(s). The supervising department is responsible for acquiring such equipment from the Environmental Health and Safety Department or by purchasing through an outside vendor.

## **Responsibility**

- It is the responsibility of all Supervisors and/or Department Managers to assure that all staff at Liberty University who may use an Aerial Work Platform read and understand this document.
- It is the responsibility of the Environmental Health & Safety department or designee, to provide safety training to all personnel who will utilize an aerial work platform and maintain documentation of training.
- It is the responsibility of all aerial work platform operators to ensure that the aerial work platform to be utilized is free from defects and that all moving parts are working properly.
- It is the responsibility of Liberty University Transportation to ensure that all aerial work platforms lifts have daily inspection checklists issued with the equipment whether owned by the university or rented by a third party.
- It is the responsibility of Liberty University Transportation to maintain daily inspection records on all aerial work platforms whether rented or owned by the university.
- It is the responsibility of the Supervisor and/or Department Manager that is utilizing an aerial work platform to ensure the operator is completing the daily inspection checklist and that the record of the inspections is submitted to Transportation when the equipment is turned back in.

## **Enforcement**

Failure to follow the Liberty University Aerial Work Platform Safety Program and Standard Operating Procedures can result in life threatening or serious injury situations to staff, facility, students and visitors. Failure to follow the Aerial Work Platform/Scissor Lift Program and Standard Operating Procedures can result in disciplinary action up to and including discharge.

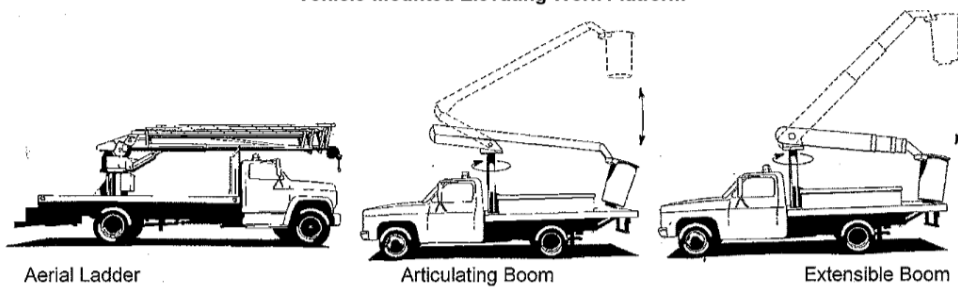
## **Applicable Regulations, Standards and References**

**This AWP Program references OSHA 1926.453 and the latest ANSI A92 standards:**

- ANSI A92.2 – Vehicle-Mounted Elevating and Rotating Aerial Devices (Figure 1)
- ANSI A92.3 – Manually Propelled Elevating Aerial Platforms (Figure 2)
- ANSI A92.5 – Boom-Supported Elevating Work Platforms (Figure 3)
- ANSI A92.6 – Self-Propelled Elevating Work Platforms (Scissor Lifts) (Figure 4)
- ANSI MH29.1:2012 – Safety Requirements for Industrial Scissor Lifts
- OSHA 1926.453 Aerial Lifts
- <https://www.osha.gov/Publications/aerial-lifts-factsheet.pdf>
- <https://www.osha.gov/Publications/OSHA3842.pdf>

Aerial work platforms must be designed, constructed, and tested to be in compliance with the requirements of the applicable American National Standards Institute standards listed above.

**Figure 1**  
Vehicle-Mounted Elevating Work Platform



**Figure 2**  
Manually Propelled Elevating Work Platform

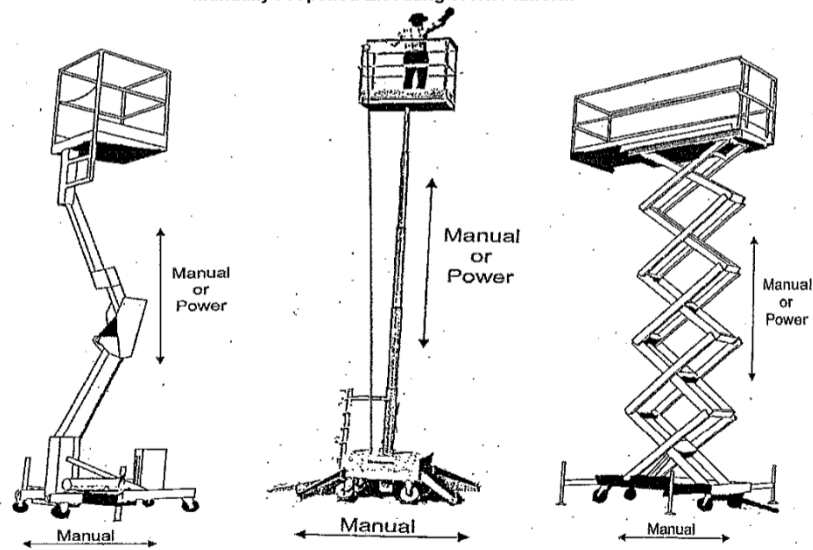


Figure 3  
Boom-Supported Elevating Work Platform

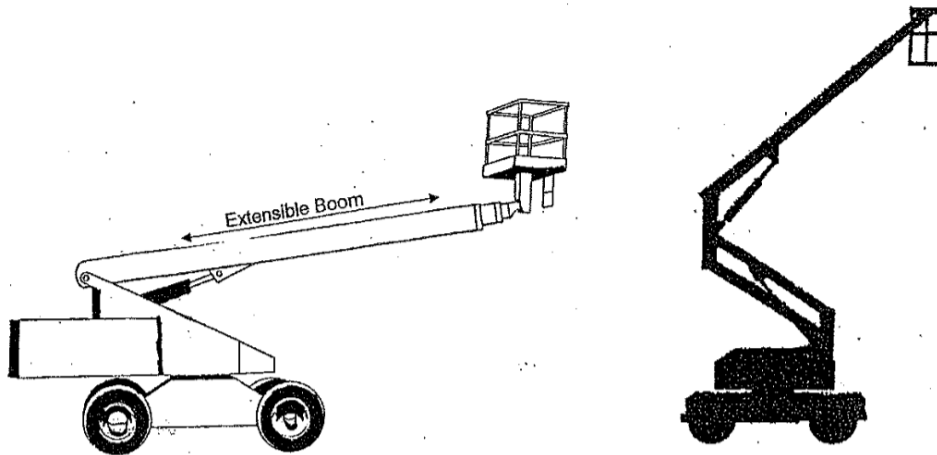
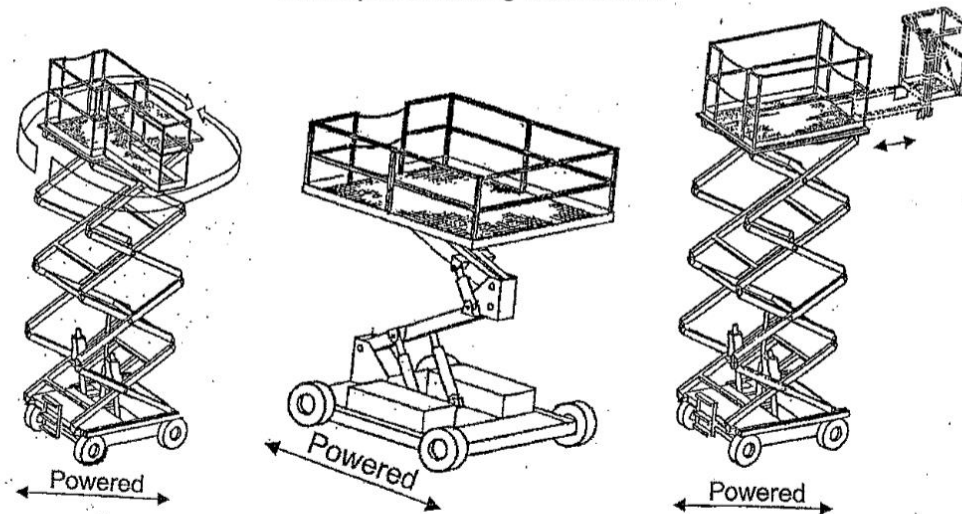


Figure 4  
Self-Propelled Elevating Work Platform



## Equipment Specifications

1. Aerial work platforms must not be field modified for uses other than those intended by the manufacturer, unless a modification has been certified in writing by the manufacturer or by any other equivalent entity.
2. Directional controls must:
  - Be of the type that will automatically return to the off or neutral position when released.
  - Be protected against inadvertent operation.

- Be clearly marked as to their intended function.
  - Have an override control provided in the platform which must be continuously activated for platform directional controls to be operational and which automatically returns to the off position when released.
3. Aerial work platforms must be equipped with emergency controls at ground level.
  4. Emergency ground level controls must be clearly marked as to their intended function and be capable of overriding the platform controls.
  5. All of the following information must be clearly marked in a permanent manner on each aerial work platform:
    - Special workings, cautions, or restrictions necessary for operation.
    - Rated workload.
    - A clear statement of whether or not the aerial work platform is electrically insulated.
  6. Rotating shafts, gears, and other moving parts that are exposed to contact must be guarded, as prescribed in general industry standards 29 CFR 1910 Subpart O.
  7. Attachment points as described in 29 CFR 1910.502 must be provided for fall protection devices for personnel who occupy the platform on aerial work platforms.

### **Training, Retraining and Familiarization**

1. Before an employee is going to operate an AWP for Liberty University, they must be trained by a qualified person in the hazards associated with the use of aerial work platforms (AWP). In order to be trained the employee must be familiar with the unit to be operated (if not the employee must work with an experienced operator until they are familiar with the units they will be using).

The training will include safety guidelines for avoiding hazards above, below and beside the AWP. Hard copies of training will be kept on file for 4 years and will include sign in sheets, written tests, an evaluation forms.

Training includes but is not limited to the following:

1. The purpose and use of the manuals and the importance of reading and understanding them.
2. The proper storage of manuals in a weather resistant compartment when not in use.
3. Requirements of pre-shift inspection and record keeping.
4. Identification of malfunctions affecting the safe operation of an AWP and the employee's responsibilities when a malfunction is identified.
5. Factors affecting stability (i.e. unstable surfaces, sloping surfaces, potholes, etc.).
6. The purpose of placards, decals, and the importance of maintaining them.
7. Operator warnings and instructions.
8. Work site inspections/job hazard analysis.
9. Safety rules and regulations.
10. Definition of an authorized operator.
11. Fall protection required when operating an AWP.
12. Live power proximity.
13. Tipping hazards and the use of outriggers.
14. Falling objects and barricading to protect surrounding pedestrians and property.

15. Load Capacity of the AWP.
16. Crushing and pinch-points.
17. Wind restrictions when working on an AWP.
18. Controls and their functions.
19. Importance and requirements to conduct a function test.
20. Emergency descent/Rescue including proper placement of unit to access ground controls.
21. Unique hazards associated with the general type of AWP.
22. Actual operation of the AWP. Under the direction of a qualified person, the trainee shall operate the AWP for a sufficient period of time to demonstrate proficiency in the actual operation of the equipment.

Environmental Health & Safety or designee will conduct the classroom portion of the training. Practical assessments requires the supervisor to conduct two separate assessments prior to scheduling the final assessment with an authorized instructor in the transportation or facilities management departments. Once the practical is complete, the practical assessment form must be turned into Environmental Health & Safety in order for an operator card to be issued. The Environmental Health & Safety department maintains training records.

Training covers the general type of AWP that the employee will be using. It is not expected that multiple detailed training sessions will need to be performed if an operator is to operate two different manufacturer's models of a similar type of AWP. However, the operator must read the operator is manual and be familiar with the controls and the safe operation of a similar type of AWP when changing manufacturers.

2. Upon successful completion of the classroom and hands on portions of the AWP training, the participants will receive a Liberty University certificate of training and be added to the collective data system. Refresher training is required every three years. The operator **must be retrained** if deemed necessary by a manager, supervisor or safety professional of Liberty University or if an employee is involved in an accident while operating an AWP.
3. Familiarization before use:

A Liberty supervisor must ensure that the person operating the lift is familiar with that particular model of lift prior to allowing the employee to operate it. **Specifically the operator must know:**

1. The location of the weather resistant storage compartment and ensure operating, maintenance and safety manuals supplied by the manufacturer are in place and that all operators are familiar with them.
2. What all the control functions are, and understand all placards and warning signs.
3. All the safety devices and operating characteristics specific to the model being used.

### **Pre-Shift Inspection**

At the beginning of each shift, the AWP must have a visual inspection and a function test and be documented on the Daily Inspection Sheet found on page 12 of this document. Additionally, the surrounding area in which the work will be conducted must be visually inspected and document on the same form.

The inspection includes but is not limited to:

1. Operating and emergency controls
2. Testing of safety devices
3. Inspection of protective devices, including fall protection
4. Check for air and hydraulic fuel system leaks
5. Observe cable and wiring harnesses
6. Look for loose or missing parts
7. Visual inspection of tires & wheels
8. Check for placards, warnings, control markings, and operating manuals
9. Check outriggers, stabilizers & other structures if so equipped
10. Check guardrails systems
11. Check or test any items specified by the manufacturer

## **Workplace Inspections**

Before operating any AWP, the operator must check the area in which the work will be performed to ensure there are no hazards such as, but not limited to:

1. Drop-offs or holes.
2. Slope(s).
3. Bumps and floor obstructions.
4. Debris.
5. Overhead obstructions and electrical conductors.
6. Hazardous locations.
7. Inadequate surface and support to withstand all load forces imposed by the AWP in all operating configurations.
8. Wind and weather conditions.
9. Other possible unsafe conditions.

## **Maintenance**

**No maintenance functions will be performed by field personnel, only qualified technicians.** Only qualified technicians can perform maintenance on a broken or damaged lift. Additionally, any problems or malfunctions that affect the safety of operations must be repaired prior to the use of the lift. Therefore, if the unit is damaged it must be tagged out of service until repaired.

## **Manuals**

The machine manual and manual of responsibilities must be in the weather resistant storage compartment on the unit whether owned or rented. If these manuals are not in the compartment, an operator cannot operate the lift. If it is a rental, the equipment cannot be accepted without these documents. Additionally, one must ensure that the manuals are in the compartment prior to releasing the unit for pick-up.

## **Surroundings**

Due to the high volume of students, faculty, staff and visitors, it is paramount that we protect the surrounding area when working on an AWP. When working with an AWP in pedestrian areas a safety zone **MUST** be created. This can consist of cones and danger tape, construction fence, traffic barricades, etc. The higher the AWP is elevated or extended the greater the safety zone has to be. If uncertain how large a safety zone should be contact your supervisor for assistance. If supervision is not sure, they need to contact the Environmental Health & Safety department for assistance.

When working on sidewalks/primary walkways adequate staffing (a person for each end of the sidewalk or walkway) must be provided to direct pedestrian traffic. Pedestrian traffic must be guided away from streets and/or potential hazards. If barricades or construction fence needs to be used to create a safe walk path then do so.

Be aware of the tools and equipment being used overhead. If using hand held tools that could be dropped the use of tool lanyards is required. If products to be installed are in the lift make, sure they are adequately secured until you are physically installing them.

**Hazards**

**Electrical Hazards**

1. Workers in AWP’s that are not electrically insulated must not come within 10 feet of energized overhead power lines.
2. Only specially trained high voltage personnel, with approved PPE and approved insulated AWP’s are authorized to work within 10 feet of energized overhead power lines.

**Energized Power Lines and Parts**

Energized power lines and parts pose extremely serious hazards. The following table shows the minimum safe approach distances (M.S.A.D.) to energized (exposed or insulated) power lines and parts.

**DANGER: DO NOT** maneuver machine or personnel inside **PROHIBITED ZONE**.

**ASSUME** all electrical parts and wiring are **ENERGIZED** unless known otherwise.

<b>VOLTAGE RANGE (Phase to Phase)</b>	<b>MINIMUM SAFE APPROACH DISTANCE (FEET)</b>
Over 300V to 50KV	10
Over 50KV to 200KV	15
Over 200KV to 350KV	20
Over 350KV to 500KV	25
Over 500KV to 750KV	35
Over 350KV to 1000KV	45

**Traffic and Vehicular Hazards**

1. Before moving a vehicle supporting an aerial ladder for highway travel, employees must secure ladders in the lower position and must use the manually operated device at the base of the ladder, or other effective means to prevent elevation or rotation of the ladder.
2. Before moving a vehicle supporting an aerial lift for travel, employees must inspect the boom to ensure that it is properly cradled and the outriggers are in the stowed position.



3. When a vehicle-mounted elevating platform is elevated with employees in working position, the vehicle supporting an aerial device must not be moved.
4. Before and during travel, an operator must do all of the following:
  - a. Inspect to see that booms, platforms, aerial ladders, or towers are properly cradled or secured.
  - b. Ensure that outriggers are in a stored position.
  - c. Limit travel speed according to the following factors:
    - I. Condition of the surface.
    - II. Congestion.
    - III. Slope.
    - IV. Location of personnel.
    - V. Other hazards.
5. Operators of an aerial work platform over or adjacent to any public or private roadway must maintain adequate clearances of all portions of the aerial work platform to prevent being struck by vehicular traffic.

## **Falls**

### **Fall Protection**

1. Principal fall protection is provided by the guardrail system. The user shall ensure that all components of the guardrail system are in place.
2. Election of systems: The user may elect to use either a restraint or and arrest system.
  - a. The fall restraint system must consist of anchorage, belt or harness and a lanyard, which prevents free fall. The purpose of this system is to keep occupants in the platform in the event of dynamic forces, which might cause ejection. Restraint systems may include either belts or harnesses and do not include arresting or deceleration devices. An employee must use a restraint device where the aerial lift cannot withstand the vertical and lateral loads imposed by an arrested fall as specified by the manufacturer.
  - b. The fall arrest system consists of an anchorage, full body harness and a lanyard or retractable lifeline used to arrest an employee in a fall from an aerial work platform. Such systems allows a fall over the guardrail system. The force applied to the body shall be limited to 1800 lbs. A fall arrest system shall allow workers to move around the platform but provide a minimum of lanyard or retractable slack. The lanyard or retractable must be affixed to attachment points provided by the manufacturer of the lift. A fall arrest system must only be used where the aerial lift is designed to withstand the vertical and lateral loads caused by an arrested fall as specified by the manufacturer
3. An authorized operator is prohibited from belting off to an adjacent pole, structure, or equipment while working from an aerial work platform.
4. An authorized operator must not exit an elevated work platform, except where elevated work areas are inaccessible or hazardous to reach. Employees may exit the platform with the knowledge and consent of the employer. When employees exit to unguarded work areas, fall protection must be provided and used as required in 29 CFR 1925.502.

5. A means of notifying emergency personnel for the prompt rescue of employees in the event of a fall must be present when operating an AWP. A means for promptly rescuing employees who have fallen must be determined before work begins. This could include self-rescue if such means are provided.

## **Operating Procedures**

### **Prior to Elevating the Platform**

Before elevating the platform, the operator must ensure:

1. The surface is within the limits specified by the manufacturer.
2. Outriggers, stabilizers, extendible axles, or other stability enhancing means, are used as required by the manufacturer.
3. Guardrails are not damaged and access gates or openings are closed per manufacturer's instructions.
4. The load and its distribution on the platform and any platform extension(s) are in accordance with the manufacturer's rated capacity for that specific configuration.
5. There is adequate clearance from overhead obstructions.
6. The minimum safe approach distances (M.S.A.D.) to energized power lines and parts are maintained.
7. All personnel in the platform are wearing fall protection devices and other safety gear as required at all times.

### **Wheelbase Widths**

Always ensure that the lift will fit through an opening by measuring the opening prior to driving through it. Aerial work platforms come in various sizes.

### **Max Working Height versus Max Platform Height**

The max working height is measured from the top of the operator's head to the ground when the lift is fully extended. The max platform height is measured from the bottom of the platform to the ground when the lift is fully extended.

### **Operator Warnings and Instructions Specifically for Boom Lifts**

There are four basic principles when operating a **boom lift** that one must be aware of to avoid placing oneself in dangerous situations.

The four basic principles are (which are all inter-related):

- Fulcrum point
- Rated work load or load capacity rating
- Center of gravity
- Side slopes & grade

### **Fulcrum Point**

Boom lifts work on the simple principle of loads balanced over a set of two wheels, the fulcrum. When the boom lift operator platform is extended over the drive wheel then the drive wheels are the fulcrum. When the

boom lift operator platform is extended 90 degrees to one side or the other, then the set of wheels over which the platform is extended becomes the fulcrum.

### **Rated Work Load, or Load Capacity Rating**

The capacity rating of a boom lift is a specific load carried at a specific distance from the fulcrum wheels and spread evenly over the operator platform. This is called the lift's "Load Capacity". Since all aerial work platforms carry people, they are designed with a maximum "UNRESTRICTED LOAD CAPACITY". Therefore, the unrestricted load capacity is the maximum allowable weight load allowed in, and spread evenly, over the operator platform. The maximum allowable weight includes everything (personnel, tools, and materials).

The unrestricted rated workload capacity decals will always be located at each entrance into the platform and at the operator control stations. You should always verify these decals are in place during your pre-shift inspection.

If the boom has, multiple ratings apply the rating that applies to your circumstances.

### **Center of Gravity**

The center of gravity of an object is the point about which all forces of gravity are equal. Anyone operating a boom lift must have a good understanding of how the center of gravity of the boom lift changes position as the boom is moved up and down, left or right, in or out, etc. Additionally, the combined center of gravity can be affected by any incline, slope or grade in the surface.

### **Side Slopes & Grade**

Boom lifts are generally intended to be used on a flat level surface. An operator must be aware of the side slopes or grade of the terrain he intends to operate the lift on. Always refer to the Owner's Manual for the limits, which will affect the operation of your unit.

### **Degree of grade versus percent of grade is not the same thing.**

The operator shall ensure the operation of the AWP complies with the following:

1. **AUTHORIZED OPERATORS.** Someone with the appropriate documented training that includes classroom as well as 3 practical assessments confirming their ability to safely operator this type of machinery. Liberty Environmental Health & Safety maintains all documentation of training.
2. **FALL PROTECTION.** Fall protection is REQUIRED on AWP's. Fall protection should consist of a full body harness for each person in the lift and either a shock absorbing lanyard or a retractable lifeline. The retractable lifeline must be used if the elevated work is less than 18 feet high. Belting off to an adjacent pole, structure, or equipment while working from an AWP is not permitted.
3. **BRAKES AND OUTRIGGERS.** The brakes must be set, and when outriggers are used, they must be positioned on pads or a solid surface.
4. **SAFETY DEVICES.** Altering, modifying, or disabling safety devices or interlocks is prohibited.
5. **SURROUNDING CONDITIONS.** Control speed depending on the surrounding conditions (ground surface conditions, visibility, slope, grade, congestion of worksite, location of personnel, location of

other heavy machinery and any other hazardous conditions. The operator must ensure that the surrounding area is clear prior to lowering the platform of an AWP.

6. **VIEW.** Maintain a clear view of the path of travel when elevated.
7. **OVERHEAD CLEARANCE.** The operator shall ensure adequate clearance is maintained from overhead obstructions and energized electrical conductors.
8. **SAFE DISTANCES.** Maintain a safe distance from obstacles, debris, holes, depressions, drop-offs, ramps, and other possible hazards when elevated.
9. **SAFETY ZONE.** Always create a safety zone between AWP's and pedestrian traffic. Provide adequate staffing to direct pedestrian traffic away from traffic and other hazards.
10. **MALFUNCTIONS/PROBLEMS.** Shutdown immediately and cease operation of the lift in the case of any suspected malfunction, the unit becomes entangled in something, is prevented from normal motion by any obstacle, or any potentially hazardous condition is identified. Notify your supervisor immediately and stay clear of the unit until help arrives. If repairs are needed or a malfunction occurs rope off the unit with danger tape and do not move it until it is repaired. Tag unit out of service and remove all keys. If it has to be transported, only trained and experienced personnel can do so. If it is a rental, do not move it. Let the rental company address the issue. If an injury occurred due to a malfunction DO NOT, move or turn the unit over to the rental company unless authorized by the Director Environmental Health & Safety or designee.
11. **STABILITY DEVICES.** Ensure all stability enhancing safety devices such as outriggers, stabilizers, extendible axles, etc... are used as required by the manufacturer.
12. **PLATFORM.** Ensure that personnel maintain firm footing on the platform floor while working thereon. Climbing by occupants on the midrail or top rail of the platform is prohibited. The use of planks, ladders, or any other devices on the platform for achieving additional height or reach is prohibited. Only employees, their tools, and necessary materials must be on or in the platform.
13. **SLOPE & GRADE.** AWP's shall not be operated in any fashion on grades, side slopes or ramps exceeding the specifications in the manufacturer's operational handbook.
14. **GUARDRAIL SYSTEM.** Guardrails shall be in position at all times, and access gates or openings shall be closed. The guardrail system of the platform must not be used to support materials, other work platforms, or employees.
15. **RATED LOAD CAPACITY.** The manufacturer's rated load capacity must not be exceeded. The load and its distribution on the platform must be in accordance with the manufacturer's specifications. The aerial work platform rated load capacity must not be exceeded when loads are transferred to the platform at elevated heights.
16. **OTHER MOVING EQUIPMENT.** Be aware of other moving equipment and vehicles. Keep safe and clear distances between pieces of equipment.
17. **HAZARDOUS LOCATIONS.** The operator shall immediately report to a supervisor any potentially hazardous location(s) that become evident during operation.

18. **ENTANGLEMENT.** Be observant to ensure that ropes, electrical cords, and hoses, etc. do not become entangled in the AWP.
19. **WORK AREA.** The operator shall ensure the area surrounding the AWP is clear of personnel and equipment before lowering the platform.
20. **FUELING.** When fueling an AWP make sure that the engine is shut down. Fueling will be done in a well-ventilated area free of flame, sparks, or others hazards that may cause fire or explosion.
21. **BATTERY CHARGING.** Ensure batteries are charged in a well-ventilated area free of flame, sparks, or others hazards that may cause fire or explosion.
22. **STABALIZATION.** The platform should be kept stable at all times. NEVER position the platform against another object to steady the platform.
23. **AN AWP IS NOT A CRANE.** An AWP will NEVER be used as a crane. If you need to move a heavy object to an elevated position, you must use a crane, forklift, etc.
24. **UNUSUAL OPERATING SUPPORT CONDITIONS.** An AWP shall not be operated from a position on trucks, trailers, railway cars, floating vessels, scaffolds, or similar equipment unless the application is approved in writing by the manufacturer or a qualified person.
25. **TRAVEL SPEEDS.** The operator shall limit travel speed according to conditions, including the condition of the support surface, congestion, visibility, slope, location of personnel, and other factors leading to hazards, which may cause collision(s) or result in potential injury(s) to personnel.
26. **ELEVATED DRIVING REQUIREMENTS.** When an operator is driving an AWP such as a boom lift or scissor lift in the elevated position the operator must:
  - (a) Maintain a clear view of the support surface and route of travel.
  - (b) Ensure anyone in the immediate vicinity of the AWP is aware of the movement, and do everything possible to protect those in the area from being harmed by the movement.
  - (c) Maintain a safe distance from obstacles, debris, drop-offs, holes, depressions, ramps, and other hazards to ensure safe travel.
  - (d) Maintain a safe distance from overhead obstacles.
27. **HORSEPLAY.** Horseplay, showing off, stunt driving or any action that would be considered in one of these categories is strictly prohibited. Anyone observed doing such; activities will receive disciplinary action, which may include termination.
28. **SECURING THE AERIAL WORK PALTFORM.** Supervisors shall ensure that AWP's are never operated by unauthorized personnel.
29. **ALTERING SAFETY DEVICES.** Interlocks and other safety devices shall not be altered or disabled. Doing so will lead to disciplinary action.
30. **SNAGGED PLATFORM.** If the platform or supporting assembly becomes caught, snagged, or otherwise prevented from normal motion by adjacent structures or other obstacles such that control reversal does not free the platform, all personnel shall be removed from the platform before attempts are made to free the platform using lower controls.

31. **VACATING AN ELEVATED AWP. NEVER** access or egress an elevated AWP. Exceptions include a mechanical problem with the lift in which rescue personnel assist operators from egressing the AWP in an emergency.
32. **MODIFICATIONS.** Modification or alteration of an AWP or the fabrication and attaching of frameworks or the mounting of attachments for holding tools or materials onto the platform or the guardrail system shall only be accomplished with the prior written permission of the manufacturer.
33. **CARRYING MATERIALS (LARGER THAN THE PLATFORM.)** The operator shall ensure only tools and materials, which are evenly distributed and can be safely handled by a person(s) working from the platform, shall be transported.
34. **RATED HORIZONTAL FORCE.** The operator shall not permit personnel on the platform to exceed the manufacturer's horizontal force.
35. **ADEQUATE SUPPORT REQUIREMENTS.** The operator shall insure the support surface is adequate for the AWP and the load carried.
36. **LEVELING THE AERIAL PLATFORM.** Outriggers and leveling devices supplied by the manufacturer shall be utilized to level the lift when provided.
37. **WEATHER CONDITIONS.** The use of AWP's is not permitted if the prevailing winds exceed 30 mph or exceed the manufacturers recommendations (whichever is more stringent will prevail). AWP's will not be used if lightning is within 10 miles of the university. AWP's will not be used if platforms are icy, it is snowing or if there is heavy rains.

This program is intended to cover basic safety issues and Liberty University policies regarding the use of aerial work platforms. This program by no means covers all the various aspects or situations, which one can encounter when operating an aerial work platform. The training program is in place to help ensure that operators are qualified to operate a lift safely. Liberty University does not imply in any way that this training will be accepted by any other company. However, this training is mandatory for anyone who will be operating an aerial work platform while employed by Liberty University.

## AERIAL WORK PLATFORM DAILY INSPECTION CHECKLIST

Type of lift: \_\_\_\_\_  
 Manufacturer of lift: \_\_\_\_\_ Model#: \_\_\_\_\_  
 Owner/Rental Co. \_\_\_\_\_ Serial #: \_\_\_\_\_  
 Department: \_\_\_\_\_ Project #: \_\_\_\_\_

Pre-shift inspection: Before use each shift the work area must have a visual inspection and the AWP must have a visual inspection and function test, including but not limited to the items listed below. **If deficiencies are found, DO NOT USE THE EQUIPMENT.** Tag the equipment out of service and contact your supervisor **IMMEDIATELY!**

DAY	MON		TUE		WED		THURS		FRI		SAT		SUN	
Inspectors Name:														
Employee ID #:														
Date Inspected:														
	OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF
Holes and obstructions														
Debris														
Overhead obstructions														
Electrical Hazards														
Work Surface Stability														
Wind & Weather														
Operating Controls														
Emergency Shutdowns														
Emergency Release Valve														
Safety Devices														
Personal Protective Equip.														
Air Leaks														
Leaks – All Fluids														
Cable & Wiring Harnesses														
Loose or Missing Parts														
Wheels/Tires														
Placards/Warnings														
Control Markings														
Outriggers/Stabilizers														
Guardrail Systems														
Control Box Clean & Legible														
Lift UP/Lift Down														

Supervisors Signature: \_\_\_\_\_ Supervisors Printed Name: \_\_\_\_\_  
 Supervisor Employee ID #: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**Complete form until end of week. Replace it with a new one in the manual holder on the AWP. Turn into supervisor. Each inspection form must be filed and maintained for a period of 1 year in the department utilizing the lift. Operators must be familiar with the manufacturer’s manual. *The manufacturer’s rules and checklist takes precedence.***

# Liberty University Aerial Work Platform Program and Procedures for Safe Use of Aerial Work Platforms

## Revision Tracking

<b>Revision Number</b>	<b>Revision Description</b>	<b>Revision Location</b>	<b>Date Revised</b>	<b>Revised by:</b>
Original	Original		July 2012	John Peterson
01	Rewrite of Program to follow new format standard for Standards/SOP's from Environmental Health & Safety and did a full update revision.	Throughout	February 5, 2018	Greg Bennett