# Aerial Lift Safety Program

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I. INTRODUCTION

The purpose of the University of New Hampshire (UNH) Aerial Lift Safety Program is to provide guidelines to ensure the safe operations of UNH owned and rented/leased lifts. The Occupational Safety and Health Administration (OSHA) covers the use of aerial lifts with multiple standards that include:

- 29 CFR 1926.21 – Safety Training and Education;
- 29 CFR 1926.453 – Aerial Lifts; and
- 29 CFR 1926.502 – Fall Protection.

The OSHA standards require that each employer that utilizes aerial lifts provide training and certify that operators are competent to safely operate each lift they would be required to operate.

II. BACKGROUND

Aerial lifts are used in a variety of capacities to elevate personnel to areas where ladders or scaffolding are impractical or cannot reach work areas. They are used in many departments including Facilities Operations, Grounds & Events, Campus Recreation, Memorial Union Building, Athletics, Dining Services, and Housing. Aerial lifts utilized at UNH include articulating boom lifts, vertical towers (genie lifts), and mobile boom trucks. While not explicitly covered under the aerial lift standards, the use of scissor lifts at UNH are included under the scope of this program.

III. SCOPE

The requirements of this program are applicable to the UNH Durham campus and associated activities and those employees operating a lift outside of the core campus (Organic Dairy, Jackson Laboratory, and Coastal Marine Center).

IV. RESPONSIBILITIES

A. Office of Environmental Health and Safety

The Office of Environmental Health and Safety is responsible for:

- Assisting with the coordination of training;
- Periodically auditing department records to include inspection forms, maintenance records, and training documentation;
- Periodically observing and evaluating certified operators; and
- Annually inspecting the program to determine effectiveness and updating as necessary.
B. Departments

Each department that utilizes a lift covered by this program are responsible for:

- Ensuring that any lift under their control is maintained in a safe operating condition to include coordinating routine and non-routine maintenance;
- Ensuring that the keys to any lift under their control is secured and only issued to those employees that meet the training requirements as outlined herein;
- Ensuring that employees required to operate a lift have received the appropriate training that includes lift operator training and fall protection training;
- Ensuring that any employee that would be required to work from a lift that has not received the applicable training is accompanied at all times by a trained lift operator;
- Maintaining records of maintenance and servicing; and
- Maintaining records of lift operator training.

C. Trained Operators

Trained operators include those who meet the requirements as outlined in Section V, Training, and include both Qualified/Competent and Restricted operators. They are responsible for:

- Operating only those lifts they have been trained and certified to operate;
- Operating each lift they are required to use in a safe manner;
- Conducting pre-operational inspections prior to operating any lift;
- Participating in required training to include Lift and Fall Protection training;
- Utilizing the appropriate fall protection as outlined in the UNH Fall Protection Program;
- Informing their supervisor of any deficiency associated with a lift that renders it unsafe to operate and removing from service;
- Informing their supervisor of any accident involving any lift during operations;
- Ensuring that areas surrounding a lift in use are properly delineated to ensure the safety of those working on the ground.
- For Restricted Operators ensuring that a Qualified/Competent Operator maintains direct supervision over during lift operations.

D. Non-Operators (Riders)

- Never under any circumstance access or operate any lift unless the appropriate training has been completed;
- Adhering to all warning signs and instructions when working in areas where lifts are in use; and
- Ensuring they have participated in the appropriate fall protection training, wear the applicable fall protective equipment, and have the lift operated by a trained Qualified/Competent Operator.
V. OPERATIONS

A. General Safety Rules

The following basic safety rules apply to any Qualified/Competent/Restricted operator of a UNH lift.

- Do not engage in horseplay with, on, or around a lift;
- Never exceed the load capacity of the lift;
- Under no circumstance will an untrained person operate a UNH lift;
- Never relocate a lift while in an elevated position (with or without personnel). Lower the lift and relocate as necessary;
- Never climb on or over the guardrail of a lift, operators and riders must at all times remain within the confines of the work platform;
- Do not use ladders or other objects on a lift to provide additional height;
- Do not lift items over the guardrails of an elevated lift unless the area below is clearly delineated and a spotter is on the ground to keep any and all people out of the work area;
- Never use a lift for material handling;
- Never use a lift that has been deemed unsafe during a pre-operation inspection;
- Ensure that the proper fall protection is worn at all times by operators and riders;
- Ensure that outriggers, if provided, are deployed to ensure safe operations;
- Inspect the area around where the lift will be used to ensure it can be used safely. Inspect, at a minimum, for the following:
  - Uneven terrain;
  - Overhead electrical hazards;
  - Other equipment in use;
  - Other employees/students/visitors that could be in or access the work area;
- Always conduct the pre-operation inspection in accordance with the manufacture’s specifications; and
- Never tie off onto any adjacent structure, pole, equipment, etc..., while working from a lift.

B. Rented/Leased Lifts

In the event UNH is required to supplement a lift through a rental transaction the following procedures be followed:

- The renting/leasing department will ensure that the vendor provides hands-on training on its proper use prior to the lift being operated;
- All UNH employees that would be required to utilize a rented/leased lift must be a Qualified/Competent person as outlined in Section VI (A);
  - Restricted Employees may operate a rented/leased lift as long as they receive the hands on training as provided by the vendor and operate the lift under the direct supervision of a Qualified/Competent Operator.
• The renting/leasing department will maintain training documentation as provided by the vendor; and
• The renting/leasing department will maintain control of the keys and lift until that time it is returned to the vendor.

C. Contractors/Subcontractors

Contractors/subcontractors are prohibited from operating any UNH owned or UNH leased/rented lift. Should it be necessary for a contractor/subcontractor to conduct a task(s) that require a lift, they will be considered a rider in a lift that is operated by a UNH Qualified/Competent person. Contractors/subcontractors will be required to provide their own full body harness(s) and lanyard(s) for use while riding on a UNH lift.

It will be the responsibility of the contracting department to ensure the coordination of any and all contractor/subcontractor work involving UNH lifts.

D. Fall Protection

The use of a full body harness and lanyard will be worn at all times while working on a lift. Employees will be tied off to an engineered anchor point to restrain lift users from scaling the guardrails and/or falling out of the lift, or be ejected while mobile lifts are in transit. The use of fall protection is covered in the UNH Fall Protection Program which outlines use, inspection, maintenance, and training requirements.

E. Inspections

Prior to operating a UNH lift a pre-use inspection will be conducted to verify that the lift is in a safe operating condition. Each lift inspection will follow the manufacture’s recommendations and will be documented. Documentation of pre-use inspections will be maintained by each responsible operating group. Inspection may include, but not be limited to the following:

• Fluid levels and oil leaks;
• Wheels and tires;
• Battery and charger;
• Horn; gauges, lights, and backup alarms;
• Lower level controls;
• Operating and emergency controls;
• Personal protective devices to include anchor point(s);
• Placards, labels, and signs;
• Mechanical fasteners and locking pins;
• Cables and wiring harnesses;
• Outriggers, stabilizers, and other structures;
• Loose or missing parts; and
• Guardrail systems.
Should a pre-operation inspection identify deficiencies rendering the lift unsafe for operation it will be removed from service until that time the necessary repairs are made.

F. Maintenance and Servicing

Scheduled maintenance and servicing will be conducted by the manufacturer, manufacturer’s representative, or a qualified lift service firm. All servicing and/or maintenance will be coordinated by the department responsible for the lift. All maintenance records will be maintained by the applicable department.

VI. TRAINING

Training will be provided for those employees engaged in activities where use of a lift would be required. User training associated with all lifts will be outsourced through a vendor qualified to conduct proper lift training or by an employee that has received training and is both qualified and competent in the use of the applicable lift(s). Training will include a combination of lecture/video instruction, hands on exercises on lift operation, and concluded with formal written examination to ensure material retention. Upon completion, participants will receive certification of and documentation indicating the lift(s) they have been trained to operate. Under no circumstance will an operator use a lift for which they have not received formal hands on training. Training for UNH personnel will fall into two categories, Qualified/Competent Person Training and Restricted Person Training.

A. Qualified/Competent Person Training

Regular UNH employees who successfully complete lift training and who are knowledgeable on the lifts being used and manufacturer’s specifications, and experienced with safe lift operations are considered qualified personnel. To be considered a competent employee, the qualified person must also have the supervisory authority to initiate and stop/halt work being conducted by others that he/she determines to be unsafe.

Qualified/Competent Persons will be authorized to utilize UNH lifts which they have been trained on with no restrictions.

B. Restricted Person Training

Students or employees that do not have the knowledge or experience as required for Qualified/Competent Persons are considered Restricted Persons for the purpose of lift use at UNH. Restricted Persons will receive training that meets the Qualified Person training. However a Restricted Person may only operate a lift with authorization and direct supervision from a UNH Qualified/Competent person.

C. Refresher Training

Refresher training will be conducted for trained personnel when they are observed operating in an unsafe manner, an accident or near miss occurs while a lift is in operation, an operator is required
to use a new lift, or environmental conditions change that could impact a lifts safe operation. Refresher training will be conducted on an as needed basis and documented.

Should unsafe operations be observed, they will be discussed at the time of observation and documented. Should unsafe operations be repeated, operators can, at the discretion of management, have their operator privileges suspended until that time they are re-trained.