

	VEHICLE MOUNTED WORK PLATFORMS	Doc No:	5101 - 5014
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<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 6	
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1.0 PURPOSE

- 1.1 To establish a uniform policy for selecting and training powered platform operators for Okaloosa County employees and will ensure that all operators are trained in the proper use and safe operations of vehicle mounted work platforms.

2.0 RESPONSIBILITIES

2.1 Supervisors

- 2.1.1 Shall ensure that all aerial devices are properly operated by trained personnel.
- 2.1.2 Shall ensure that aerial lift devices are designed and constructed in compliance with CFR 1910.67 *Vehicle-Mounted Elevating and Rotating Work Platforms* and ANSI A92.2 *Vehicle Mounted Elevating and Rotating Work Platforms*.

2.2 Employees

- 2.2.1 Shall ensure they are properly trained and competent to operate such vehicles.
- 2.2.2 Shall comply with all aspects of this procedure.

3.0 DEFINITIONS

- **Aerial Device:** Any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel.
- **Aerial Ladder:** Aerial device consisting of a single or multiple section extensible ladder.
- **Articulating Boom Platform:** Aerial device with two or more hinged boom sections.
- **Extensible Boom Platform:** Aerial device with a telescopic or extensible boom. Telescopic lifts with personnel platform attachments shall be considered to be extensible boom platforms when used with a personnel platform.
- **Insulated Aerial Device:** Aerial device designed to work on energized lines and apparatus.
- **Mobile Unit:** combination of an aerial device, its vehicle, and related equipment.

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- **Platform:** Any personnel-carrying device (basket or bucket) which is a component of an aerial device.
- **Vehicle:** Any carrier that is not manually propelled.
- **Vertical Tower:** Aerial device designed to elevate a platform in a substantially vertical axis.

4.0 USE & OPERATION

- 4.1 Vehicle mounted work platform operators will follow all general safety rules and any specific safety rules set forth within their respective work area.
- 4.2 The manufacturers literature (i.e., operations manual, instruction manual, etc.) supplied with the vehicle mounted work platform will be kept and maintained for the life of the equipment. Departments having older equipment or not having literature should attempt to contact the manufacturer and request copies of the manuals, if possible. Operators are required to become familiar with the operating literature and understand the functions of the equipment as part of the safety training process.
- 4.3 Aerial lifts may be “field modified” for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer or by an equivalent entity.
- 4.4 Safety Inspections
 - 4.4.1 Inspections will be performed before use, even if someone else has already used it.
 - 4.4.2 Any time a vehicle mounted work platform is found out of repair, defective, or in any way unsafe, that platform or lift will be immediately taken out of service.
 - 4.4.3 Any and all problems should be reported to the supervisor immediately who will schedule to have the aerial lift repaired by qualified individuals.
 - 4.4.4 All areas of operation should be checked daily for any hazards.
- 4.5 Accident / Injury Reporting

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4.5..1 All accidents/injuries involving employees and/or equipment no matter how small, will be reported immediately to a supervisor.

5.0 SAFETY

- 5.1 Only authorized individuals shall operate an aerial lift and boom and basket. Load limits are specified by the manufacturer shall not be exceeded.
- 5.2 All operators should read and understand the operator's manual.
- 5.3 Lift controls shall be tested each day prior to use to determine that such controls are in safe working conditions. Tests shall be made at the beginning of each shift during which the equipment is to be used to determine that the brakes and operating systems are in proper working condition.
- 5.4 No one shall be allowed to stand or walk under elevated platforms. Possible injury could result from tools or equipment falling off elevated platform.
- 5.5 If at any time, an aerial lift is found to be out of repair, defective, or in any way unsafe it shall be reported immediately to the supervisor.
- 5.6 Operators shall never put their arms or legs between the cross members of an extended aerial lift.
- 5.7 Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform upper and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in the event of an emergency.
- 5.8 While working from an aerial lift, belting off to an adjacent pole, structure, or other equipment shall not be permitted at any time.
- 5.9 Aerial lifts shall have a working back-up alarm audible above the surrounding noise level. If audible alarm is not in working order the vehicle is backed up only when a spotter signals that it is safe to do so.
- 5.10 Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

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- 5.11 A body harness shall be worn and a lanyard attached to the boom or basket when working from the aerial lift.
- 5.12 The brakes shall be set and outriggers shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift.
- 5.13 An aerial lift truck may not be moved when the boom is elevated in a working position with personnel in the basket, except for equipment that is specifically designed for this type of operation.
- 5.14 The insulation portion of an aerial lift shall not be altered in any manner that might reduce its insulating value. The minimum clearance between electrical lines and any part of the equipment (i.e. crane or load) shall be 10 feet for lines rated 50 kV or below.
- 5.15 Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position.

6.0 TRAINING

- 6.1 All employees who operate an aerial lift device shall be trained in the safe operation of the specific device they will operate. Work platform operators will follow all general safety rules and any specific safety rules set forth within their respective work area. Training will be either contracted out provided by a reputable organization or selected employees may be trained by a reputable training source and be used as in-house instructors.
- 6.2 Operator Requirements
 - 6.2..1 Must be trained in work platforms.
 - 6.2..2 Have documentation showing training.
 - 6.2..3 Operators will be trained every three years after first initial training.
 - 6.2..4 A visual safety inspection shall be conducted prior to operating a work platform.
- 6.3 Maintenance
 - 6.3..1 Only trained and authorized personnel are allowed to make repairs.

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6.4 Personal Protective Equipment (PPE)

6.4.1 An approved fall restraint system shall be worn when working from an aerial lift at all times. The fall restraint system must be attached to the boom or basket. An approved fall restraint system shall be attached to the boom or basket when working from an aerial lift and it is not permitted to be attached to adjacent poles or structures.

7.0 RECORD KEEPING

7.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

8.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
ANSI	American National Standards Institute
CFR	Code of Federal Regulations
kV	Kilovolt

9.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

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