INTRODUCTION

The purpose of this procedure is to establish safe work practices for Eastern Washington University (EWU) employees operating Elevating Work Platforms, in compliance with WAC-296-869. As with all EWU procedures, the Washington Administrative Code (WAC) contains more specific information. It is the responsibility of all supervisors and operators to read the sections of the WAC applicable to their tasks.

TRAINING

Only trained and authorized personnel may operate elevating work platforms. Training shall be conducted by a qualified person, defined as someone with extensive knowledge, training, and experience with aerial lifts. EWU Environmental Health and Safety (EH&S) provides classroom training on elevating work platforms. Initial training is required before operation of elevating platforms and re-training is required every three years.

The training must include:

- General instruction on the inspection, application, and operation of aerial lifts, including recognition and avoidance of hazards;
- Purpose, use, and location of operator manuals;
- Prestart inspection;
- Responsibilities associated with problems or malfunctions;
- Factors affecting stability;
- Purpose of placards and decals;
- Workplace survey;
- Pertinent safety rules and regulations;
- Authorization procedures;
- Operator warnings and instructions;
- Proper use of fall protection equipment;
- Purpose and function of the controls; and
- Safety devices and operating characteristics.

Operators must demonstrate proficiency, and shall be retrained if evaluation indicates retraining is necessary.

Workplace Survey

Before using an aerial lift, the operator is responsible for conducting a workplace survey of the area for hazards such as:

- Non-compacted earth fills;
- Ditches;
- Drop-offs and floor obstructions;
- Debris;
- Overhead obstructions and electrical conductors;
- Weather conditions; and
• Unauthorized persons in the work area.

The operator shall ensure that the elevating work platform is on a surface that is within the limits specified by the manufacturer.

**Prestart Inspection**

Use the [Aerial Lift Pre-Use Inspection Checklist](#) to document the condition of the equipment and operators before using an elevating work platform.

Aerial lift operators are to perform a prestart inspection of the following:

- Operating controls and associated mechanisms;
- Visual and audible safety devices;
- Hydraulic or pneumatic systems;
- Fiberglass and other insulating components;
- Operational and instructional markings;
- Electrical systems of or related to the aerial device; and
- Locking devices, bolts, pins, and other fasteners.

A qualified person must examine and/or test any deficient items found during the inspection. All deficient items are to be replaced or repaired before the aerial lift is used.

**Operation**

Supervisors are responsible for ensuring that employees comply with the following rules. **Operators and users shall:**

**Before Operation:**

- Determine the hazard classification of any proposed work area and use only approved work platforms as described in WAC 296-869-60015;
- Never alter or disable interlocks or other safety devices;
- Never position the elevating work platform against another object in order to steady the platform;
- Take precautions to meet local ordinances and standards, and use warnings as appropriate;
- Use outriggers, stabilizers, extendable axes, or other stability enhancing means as required by the manufacturer;
- Set brakes and make sure outriggers, when used, are positioned on pads or a solid surface;
- Install wheel chocks if they can be installed safely; and
- Ensure guardrails are installed and access gates or openings are closed per the manufacturer's instructions.

**During Operation:**

- Use elevating work platforms only for their intended purpose as specified by the manufacturer;
- Operate aerial lifts or ladders in accordance with the manufacturer's operating manual, including observance of boom and platform load limits;
• Stand firmly on the floor of the platform and never sit or climb on the edge or use any device to gain additional height or reach;
• Never wear climbers when working from the platform; and
• Wear a full body harness with a lanyard attached to the manufacturer’s recommended attachment point, or to the boom or platform if the manufacturer does not specify an attachment point; and
• Ensure area is clear of personnel and equipment before lowering platform.

If Platform Malfunctions:
• Cease Operation;
• Report the problem or malfunction;
• Discontinue using the elevating work platform until problems or malfunctions that affect safe operation have been corrected;
• Remove all personnel from a platform that has been caught, snagged, or otherwise prevented from normal motion before attempting to free it using ground controls; and
• If possible, reverse the platform controls to free a platform that is caught, snagged, or otherwise prevented from normal motion by an adjacent structure or other obstacle;

When Moving Platform or Aerial Ladder:
• Ensure boom or aerial ladder is properly cradled or stowed in the traveling position and outriggers are stowed, unless the lift was specifically designed to be moved with the boom elevated & personnel on the platform; and
• For non-manually propelled elevating work platforms, maintain a clear view of the path of travel, keep a safe distance from obstacles, debris, drop-offs, holes, depressions, ramps, and other hazards, and never engage in stunt-driving or horseplay.

Post-Operation/Shutdown
• Park the machine on smooth level area,
• Set parking brake,
• Lower all hydraulic implements,
• Run engine at low idle for five (5) minutes to allow engine to cool,
• Turn key start switch to OFF and remove key,
• Dismount machine using 3-point contact,
• Block wheels and remove disconnect switch key if parking for extended period (per OMM),
• Drain water from air tank, if equipped,
• Conduct post-operation walk-around inspection,
• Report any problems to your supervisor,
• Tag out equipment if necessary.

CONCLUSION

The requirements contained in this procedure summarize and supplement the applicable sections of the WAC, but are NOT intended to replace them. All supervisors and operators shall read and be familiar with the sections of the WAC applicable to their tasks.