


Subject: Aerial Lift		Policy # 15.15
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Policy 15.15 – Aerial Lift Training

In order to be authorized to operate the scissor and Genie aerial lifts; all staff, faculty, outside contractors (if trained prior to working at MCAD only need to sign lift agreement), and student workers must watch the aerial lift instructional video, review the participant guide, and complete the test. The video and participant guide is given out from the Public Safety desk. After viewing the video, and completing the test, sign and return the Aerial Lift Agreement - Attachment “A” to Public Safety.

The Lift Agreement states that the user agrees to follow all inspections, safety rules and operation rules as listed in the manuals. It also states that no one other than an authorized operator is allowed to operate the lift.

1. **Faculty/Staff** – An authorized operator may use the scissor or Genie lift by checking the key out from the Public Safety Information Desk.
2. **Work Study Students** – Work Study students must have received prior permission from a faculty or employee to operate the scissor lift and work under the supervision of a trained operator. It is the responsibility of the supervising faculty or staff member to notify Public Safety when a work study student will be using the lift.
3. **Outside Contractors** – Outside contractors working under the direction of an MCAD staff or faculty member may become an authorized operator provided they attest to prior aerial lift training on similar equipment or complete the training provided by this MCAD policy.
4. **Unauthorized Use** - No one may operate the aerial lifts unless they have completed the necessary training.

Public Safety will have an authorized user list located in the key box. The Occupational Health and Safety Coordinator will also maintain a list and keep on file with the lift Agreements.