


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

Approval Process

In order to be authorized to operate the Genie aerial scissors lift GS-2632 and aerial work platform AWP-40s; all staff, student/casual labor workers, faculty and outside contractors must be trained to use the lifts. The following steps are required.

1. Contact the Occupation Health and Safety Coordinator for training at X1771 or 612-269-0726. The coordinator is available Tuesday, Wednesday and Thursday. Other training days can be arranged by notifying the department in advance.
2. Individuals must watch the aerial lift instructional video, review the participant guide and complete and pass a test.
3. After viewing the video, and completing the test, you must sign an Aerial Lift Agreement - Attachment "A" and return this to Public Safety or the Safety Coordinator. 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.
4. Individuals will need to demonstrate proficiency with the lifts by conducting a hands-on skill demonstration with the lift. This requires the presence of a qualified operator or the Safety Coordinator.

Outside Contractors Approval Process

Outside contractors working under the direction of an MCAD qualified operator staff member or the Safety Coordinator may become authorized to operate Genie aerial lifts provided they attest to prior aerial lift training on similar equipment or complete the training provided by this MCAD policy.

Obtaining Access to the Aerial lifts

1. **Faculty/Staff** – An authorized operator may use the Genie lifts by checking the keys out from the Public Safety Information Desk.
2. **Student/Casual Labor Workers** – Must have received permission from supervising staff member to operate the Genie scissor lift (GS-2632) and work under the direction of a trained qualified operator. It is the responsibility of the supervising staff member to notify Public Safety or Safety Coordinator when a student/casual labor worker will be using the Genie scissor lift. Use of Work Platform, AWP-40s is not permitted.
3. **Unauthorized Use** - No one may operate the aerial lifts unless they have completed the necessary training.

Public Safety will have an authorized user list. The Occupational Health and Safety Coordinator will also maintain a list and keep a file with the lift agreements.

Aerial lift inspections

Pre-inspection forms must be completed before use. It will be given to you when you request use from the Public Safety desk.

1. Please specify which lift you will be using to the Public Safety Desk.
2. Return the inspection form to Public Safety when completed.

3. If you note any damage or problems with any aerial lift do not use it. Make sure you inform Public safety so a work order for repairs can be made to Facilities. Do not use the lift if repairs are required.

Required Safety Equipment

All personal protective equipment (P.P.E) will be available on or next to the aerial lift equipment for all staff, student/casual labor workers and faculty. Outside contractors will provide their own P.P.E. protection.

1. Inspect the P.P.E before use. If damaged, notify the Safety and Health Coordinator and do not use it.
2. Anyone working on any aerial lift or working within six feet below any lift will wear a hardhat.
3. Operators are responsible for everyone working below the aerial lifts.
4. All occupants on any of the aerial lifts will also be required to wear a harness with lanyard attached to the lifts anchor points for fall protection (see inspection forms for placement). A second key on the key set of the aerial lift will be used to unlock the fall arrest equipment. Each individual will make sure that they lock up all the fall arrest equipment after use so it cannot be taken and is available for the next persons use. Please see the Safety and Health Coordinator if you need training on any personal protective equipment or again, if equipment is damaged.