

Aerial Lift and Elevating Work Platform Safety Program

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Description: This program guides all aspects of the **Aerial Lift/Elevating Work Platform Safety Program** for the University of California at Berkeley. As mandated by Cal/OSHA and other regulatory compliance codes, this program guides compliance with, and application of, all legal requirements for UC Berkeley departments, field stations and work/research operations that use these types of equipment.



Departments that own, rent and/or otherwise operate Aerial Lifts/Elevating Work Platforms (AL/EWP) must:

1. Select and then purchase or rent appropriate equipment for job tasks based upon an work-environment and job-task hazard analysis,
2. Train and certify personnel who operate their specific type of owned/rented equipment,
3. Conduct documented safety inspections and preventive maintenance of the equipment,
4. Assure operators adhere to specific safe-work practices whenever using these types of powered industrial equipment, and
5. Approve Contractors/Vendors to use AL/EWP equipment on their premises, and only allow properly certified contractor/vendor personnel to use Department-owned equipment.

For basic information about this program, please review the [AL/EWP Safety Program FAQ/Fact Sheet](#) to become familiar with program requirements, equipment and environmental hazards and their controls.

For easy navigation and access to all sections of the AL/EWP Safety Program, please proceed to the [AL/EWP Safety Program Table of Contents](#).

Table of Contents

[Click on any heading in the “Table of Contents” to be taken to it.]

Aerial Lift and Elevating Work Platform Safety Program	1
Table of Contents.....	2
Purpose	4
Applicability/Scope.....	4
Roles/Responsibilities.....	4
All UC Berkeley Staff, Faculty and Students.....	4
Departments that own/use AL/EWP	4
Department Safety Coordinators (DSC) and/or “Responsible Person”	4
AL/EWP Equipment Operators.....	4
Contractors/Vendors using AL/EWP on UC Berkeley Property.....	5
EH&S – (Aerial Lift/Elevating Work Platform Safety Program Manager).....	5
Definitions	5
Types of Aerial Lift/Elevated Work Platforms	7
Articulating Boom Lift	7
Elevating Work Platform.....	7
Extensible Boom Platform.....	7
Scissor Lift	7
Trailer Mounted Lift.....	7
Vehicle Mounted Lift	7
Program Requirements/Operator Procedures	8
Administrative Requirements	8
Identify/Evaluate AL/EWP Equipment Requirements and Site Hazards.....	8
Inventory Department AL/EWP Equipment	8
Identify Department Personnel Requiring AL/EWP Equipment Training	8
Assure Training/Qualification/Retraining of Department Personnel	8
Operator Training/Certification Procedures.....	9
Hands-On/Field Training/Testing	9
Operator Training Certification	9
Refresher Training	10
Operator Safe-work Procedures	10
AL/EWP Selection and Site Hazard Evaluation	10
Pre-Operation Inspection and Use of Fall Protection.....	10
“Equipment Tag Out” for Repair.....	11
Operating Procedures/Hazard Identification and Controls	12
Training Requirements	13
Record Keeping Requirements	14
References	15
Issued By and Next Review Date	15

Aerial Lift and Elevating Work Platform Safety Program

University of California Berkeley

Attachments16

Attachment 1 - Lift Equipment Inventory for _____ Department.....17

Attachment 2 – Certified Operators List.....19

Attachment 3 – Example of an Industrial Equipment Training Certification.....21

Attachment 4 – Articulating Boom Lift Pre-operation Inspection23

Attachment 5 – Elevating Work Platform Pre-operation Inspection.....25

Attachment 6 – Lift Pod Pre-operation Inspection27

Attachment 7 – Extensible Boom Platform Pre-operation Inspection.....29

Attachment 8 – Scissors Platform Lift Pre-operation Inspection31

Attachment 9 – Trailer Mounted Aerial Lift Pre-operation Inspection.....33

Attachment 10 – Vehicle Mounted Lift Pre-operation Inspection35

**Attachment 11 – FAQ/Fact Sheet - Aerial Lift/Elevating Work Platform Safety
Program37**

Purpose

This program guides all aspects of the Aerial Lift/Elevating Work Platform Safety Program for the University of California at Berkeley. As mandated by Cal/OSHA and other regulatory compliance codes, this program requires departments that own and/or operate [Aerial Lifts/Elevating Work Platforms \(AL/EWP\)](#) to [train and certify personnel](#) who operate their equipment, conduct [pre-operation safety inspections](#) and preventive maintenance of the equipment, and adhere to specific [safe-work practices](#) whenever using these types of powered industrial equipment.

Applicability/Scope

This program applies to all University of California at Berkeley Faculty, Staff and Students who are required or request to operate Aerial Lift/Elevating Work Platform (AL/EWP), or who must oversee persons operating AL/EWP, for any portion or aspect of their research, instruction and/or work.

[Return to Table of Contents](#)

Roles/Responsibilities

All UC Berkeley Staff, Faculty and Students

All UC Berkeley Faculty, Staff, and Students who are required or request to operate AL/EWP, or who must oversee persons operating AL/EWP, must know about the requirements of this program. Operators are trained in the safe operation of AL/EWP resulting in 3-year training certification to operate specific types of AL/EWP equipment.

Departments that own/use AL/EWP

Departments that own, operate, or allow the operation of AL/EWP at their facilities assure that all UC Berkeley Faculty, Staff, or Student operators in their Department have current AL/EWP training certification issued by the Office of Environment, Health and Safety (EH&S). They also must designate a DSC or other Responsible Person to oversee program implementation within the Department.

Department Safety Coordinators (DSC) and/or “Responsible Person”

This person assures that all aspects of this program are implemented in their Department including current operator training certification from EH&S, scheduling training/retraining as needed, and maintain program training and inspection records.

AL/EWP Equipment Operators

All Aerial Lift or Elevating Work Platform operators must obtain an [Operator’s Training Certification](#) from EH&S prior to operating AL/EWP equipment. This training certification is obtained by successfully completing “AL/EWP Safety Training” conducted by an EH&S Specialist or their designee. This includes general lift/platform safety in combination with Hands-On “Field” Training for each model of Aerial Lift or Elevating Work Platform they will be “certified” to use.

Contractors/Vendors using AL/EWP on UC Berkeley Property

Contractor or Vendor employees that have been trained under their company's Aerial Lift/Elevating Work Platform Safety program, and have a UC Berkeley Department's permission, may operate AL/EWP equipment owned/leased/rented by their employer on UC Berkeley premises. Contractors who use AL/EWP equipment that is owned and/or rented/leased by a UC Berkeley Department must present to the Department's DSC or Responsible Person their current training certification to operate the specific type of AL/EWP before they are allowed to operate the UC Berkeley owned/leased/rented equipment. Whether the operator is a vendor or contractor, they may be required to show verification that they have been trained and certified on the specific AL/EWP equipment being operated by any UC Berkeley Department representative. If contractor/vendor employees are found to be uncertified, all work must stop immediately until properly certified personnel are present to operate the AL/EWP equipment.

[Return to Table of Contents](#)

EH&S – (Aerial Lift/Elevating Work Platform Safety Program Manager)

EH&S manages this program for UC Berkeley through the direction of the "Aerial Lifts/Elevating Work Platform Safety Program Manager". This person is responsible for all aspects of managing and implementing this program including:

1. Assures this program is revised periodically to maintain compliance with codes and regulations as they change, and update as need may dictate.
2. Communicates program changes, objectives, and requirements to all departments impacted by this program.
3. Develops and updates training content as needed.
4. Manages program databases and records of Operator Training Certification.
5. Conducts "hands on" field training and assessment of Operator trainees.
6. Works with client departments to develop training for unique and "department-specific" Aerial Lift or Elevating Work Platform needs.
7. Works with client departments to find safe locations to conduct "hands on" field training.
8. Conducts periodic program audits at client departments to ensure the program is being properly implemented and followed.
9. Conducts periodic "customer service" inquiries to learn how the program can be modified to better meet client department need.
10. Modifies program content and procedures as needed to improve program effectiveness and ease of implementation and tracking.

[Return to Table of Contents](#)

Definitions

Aerial Device: Any vehicle mounted or a self-propelled device that is telescoping extensible, articulating, or both, and is primarily designed to position personnel.

AL/EWP: Acronym for "Aerial Lift/Elevating Work Platform"

Boom: An elevating member, the lower end of which is so attached to a rotating or non-rotating base that permits elevation of the free end in the vertical plane.

Counter Weight: The rear section or area of the lift which is usually made of solid steel, and/or combination of steel and the weight of the battery on electric lifts, that counter balances the boom leverage and basket load.

Data Plate: Manufacturer's equipment specification and information data, which includes basket load rating/lift capacity, lift heights, vehicle weight, and vehicle attachments. This plate is required to be affixed to all Aerial Lift Equipment by regulatory code. This is the vehicle operator's primary source of basic information about their vehicle for safe-work and use planning.

Emergency Lowering Means: Any elevating work platform equipped with a powered elevating assembly, and having a platform height exceeding 60 inches, must be supplied with safe means of lowering the basket or platform during an emergency or malfunction.

Fall Protection: An approved full-body safety harness with lanyard is to be worn at all times and attached to a secure anchor point when drivers or personnel are using a boom-type lift or vehicle mounted lift. Fall protection must also be worn when using scissor lifts on uneven surfaces or near locations with tip-over hazards.

Guard Rails: Railing around the perimeter of the work platform. This railing consists of a top rail between 39" – 45" with a mid-rail. Units with the top rail less than 39" must have fall protection in use to operate.

Lower Controls: Operating controls located on the base of the unit which can be switched to override the basket or platform control during an emergency.

Mast: Part of the lifting mechanism to which the hydraulic lift cylinder or worm drive is attached that supports the basket as it is lifted up and down.

Out Riggers: Extendable legs that are either manually set in place or, in some cases, hydraulically extended to give added stability to the unit base.

Platform: Any personnel carrying device (bucket, basket, cage, stand, tub, or equivalent) which is a component of an aerial device.

Upper Controls: Operating controls located on the basket or work platform of the unit. These controls can only be overridden with the operator's permission or in case of an emergency.

[Return to Table of Contents](#)

Types of Aerial Lift/Elevated Work Platforms

Articulating Boom Lift - An aerial device with two or more hinged boom sections.

Fall Protection is required when operating this Lift.



Elevating Work Platform - A device designed to elevate a platform in a substantially vertical axis. This device is stationary once setup and cannot be moved.

Fall Protection is not required when operating this equipment, but is highly recommended.



Extensible Boom Platform - An aerial device (except ladders) with an extensible boom. Telescopic booms with personnel platform attachments are considered to be extensible boom platforms.

Fall Protection is required when operating this equipment.



Scissor Lift - A device designed to elevate a platform in a substantially vertical axis. This device can also be driven by an operator inside the work platform and is generally designed to carry more than one person.

Fall Protection is not required when operating this Lift, but is highly recommended.



Trailer Mounted Lift - A device that can be towed by a vehicle to a work site, then un-hitched. These units have extendable or folding outriggers to give stability while being operated.

Fall Protection is required when operating this Lift.



Vehicle Mounted Lift – These devices typically have a Bucket in place of a basket, which is designed for one person. Vehicle must have the brakes set, wheels chocked, and outriggers in place while operating this device.

Fall Protection is required when operating this Lift.



[Return to Table of Contents](#)

Program Requirements/Operator Procedures

Administrative Requirements

Department Management is responsible for purchasing/owning or selecting/leasing the AL/EWP equipment and must designate the person(s) responsible for implementing the following program requirements:

Identify/Evaluate AL/EWP Equipment Requirements and Site Hazards

Based upon the Operator's AL/EWP use, and the ["Site Evaluation Checklist"](#) for each type of AL/EWP equipment, the Department determines hazards throughout the Department encountered during AL/EWP use, and procures and outfits AL/EWP that will safely operate in the Department's work environment with the anticipated maximum reach and work platform capacity required. Unusual or potential hazardous locations or operations in a Department's work environment are marked with appropriate warnings via signage and paint striping, or reduced through Operator training and appropriate equipment selection/maintenance.

[Return to Table of Contents](#)

Inventory Department AL/EWP Equipment

The Department conducts and maintains an inventory list of AL/EWP Equipment owned/used by the Department. This list is used to identify training needs, equipment maintenance requirements, and to identify and limit equipment to safe use for department business activities. This list is updated periodically as the Department procures or retires equipment, and is referenced to determine what equipment requires Operator's Training Certification for use. Refer to [Attachment 1](#) for a template that may be used to develop your department's AL/EWP Equipment Inventory.

Identify Department Personnel Requiring AL/EWP Equipment Training

The Department identifies specific Department Personnel and others who are allowed to operate the Department's AL/EWP. This list is used to identify training needs and to identify and limit equipment to safe use for department business activities. This list is updated periodically as the Department manages compliance with this program, when lifting needs and/or equipment changes, and when personnel are enrolled in or leave this program. Refer to [Attachment 2](#) for a template that may be used to develop your department's AL/EWP Equipment "Operator Roster", or enroll personnel in the [University's Learning Management System](#) for the AL/EWP Safety Program online.

Assure Training/Qualification/Retraining of Department Personnel

Cal/OSHA requires that all AL/EWP equipment operators are enrolled in and receive initial training, and retraining at minimum every three years. See the [training section](#) of this program for details on training requirements and activities.

[Return to Table of Contents](#)

Operator Training/Certification Procedures

Each Operator must successfully complete Operator Safety Training prior to operating AL/EWP equipment on UC Berkeley property. Operators may only use the AL/EWP equipment type they have been trained and certified to operate, or when under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence “in the field”. Training is conducted in a location where such AL/EWP equipment operation does not endanger property, the trainee, or others. Departments must arrange for their personnel to be certified by EH&S to operate AL/EWP equipment.

EH&S ensures that each AL/EWP operator is competent to operate AL/EWP equipment safely and in compliance with Cal/OSHA requirements, as demonstrated by the successful completion of the training and evaluation specified below. Training is a single hands-on “field” training that covers both AL/EWP fundamentals and documented testing that’s specific to the AL/EWP equipment. Please contact EH&S at 642-3073 to arrange training for Department personnel.

[Return to Table of Contents](#)

Hands-On/Field Training/Testing

The “Hands-On” training and testing is conducted using a representative piece of AL/EWP equipment under the direct supervision of the EH&S Trainer, their designee, and/or AL/EWP Safety Program manager who has the knowledge, training, and experience to train AL/EWP operators and evaluate their competence. Field training using AL/EWP equipment includes demonstrations performed by the trainer, practical exercises performed by the trainee and observed by the trainer, as well as evaluation of the trainee’s successful performance on a standard ‘skills assessment’ course that is documented for recordkeeping purposes on the LMS by EH&S.

[Return to Table of Contents](#)

Operator Training Certification

When the trainee successfully completes operator training, UC Berkeley EH&S certifies that the Operator has been trained and evaluated as required by this program and Cal/OSHA. The training certification includes the name of the operator, the certification/training date, and the types (equipment models) of AL/EWP the operator is certified to operate. See [Attachment 3](#) for an example of what a UC Berkeley AL/EWP Training Certification looks like.

An Operator’s Training Certification is an e-mail notification issued by EH&S that must be kept as a record by the Operator of any AL/EWP on UC Berkeley property. This training certification expires after three years. However, retraining may be required sooner if equipment, job tasks, or environmental conditions change significantly from those when original training took place. The Operator is responsible to identify situations where additional/re-training/recertification may be needed and alert their supervisor and [DSC/responsible person](#).

[Return to Table of Contents](#)

Refresher Training

Cal/OSHA requires refresher training to ensure the Operator has the knowledge and skills needed to operate AL/EWP equipment safely when:

- The operator has been observed to operate the AL/EWP in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that the operator is not operating the AL/EWP safely.
- The operator is assigned to a different type of AL/EWP that they haven't been trained on.
- A condition in the workplace changes in a manner that could affect safe operation of the AL/EWP.

Training content is determined by the AL/EWP Safety Program Manager/Trainer based upon observed hazards, type of equipment, Department need, and work requirements. If an operator has previously received training in a topic specified in this program, and such training is appropriate to a new AL/EWP and/or working conditions, additional training in that topic is not required if the operator has been evaluated and found competent to operate the new AL/EWP or in the new working conditions safely.

[Return to Table of Contents](#)

Operator Safe-work Procedures

AL/EWP Selection and Site Hazard Evaluation

Prior to conducting work with an AL/EWP, an Operator conducts a "Site Evaluation" and a "Lift Selection Assessment". This assessment is conducted as environmental hazards and job requirements dictate, but is formally completed by every Operator at the beginning of working in a new or unfamiliar location, or when new or unfamiliar hazards are identified. This assessment ensures that the proper AL/EWP equipment is selected for the work, and that all hazards in the work area are identified and mitigated prior to commencing work. On the reverse side of each lift ["Pre-operation Inspection Form" \(Attachments 4 – 10\)](#) is a written checklist for "Site Evaluation" that may be used to document the Operator's assessment of their work environment. This site evaluation checklist may also be used to assess the Department's general work environment to determine appropriate equipment procurement needs.

Pre-Operation Inspection and Use of Fall Protection

At the beginning of each work shift, or prior to using AL/EWP equipment for a new work assignment, the Operator conducts a documented "Pre-Operational Inspection" of the equipment. This inspection is specific to the type of lift equipment, and includes visual and auditory inspection of all safety and operational components of the equipment. Results of this inspection are documented on inspection checklists.

Some types of AL/EWP equipment require that fall protection must be worn and properly attached to the equipment by the operator of the equipment. The use of Fall Protection equipment is regulated by Cal/OSHA and outlined in the [UC Berkeley Fall Protection Program](#).

***Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley***

The use of fall protection gear is always recommended by EH&S, but the requirement or option to wear fall protection is outlined on the Pre-Operation Inspection Checklists listed below based upon equipment type.

Refer to the following program attachments for Pre-Operation Inspection Checklists and Site Evaluation Forms to determine need for fall protection, document inspections, and conduct Hazard Evaluation/Equipment Selection for work sites.

<u>Attachment 4</u>	<u>Attachment 5</u>	<u>Attachment 6</u>
		
<u>Articulating Boom Lift</u>	<u>Elevating Work Platform</u>	<u>Extensible Boom Platform</u>
<u>Attachment 7</u>	<u>Attachment 8</u>	<u>Attachment 9</u>
		
<u>Scissor Platform Lift</u>	<u>Trailer Mounted Aerial Lift</u>	<u>Vehicle Mounted Aerial Lift (Bucket Truck)</u>

[Return to Table of Contents](#)

“Equipment Tag Out” for Repair

No AL/EWP equipment is to be used until any deficiency(s) discovered during a Pre-Operation Inspection are corrected. If a hazardous deficiency is discovered during a Pre-Operation Inspection, the Operator alerts their Supervisor of the condition, and “Tags Out” the equipment from being used by controlling all keys for the vehicle, and placing a “Warning Tag” in the area near the controls with the following information:

- Person’s name that has “Tagged Out” the vehicle and has the keys in their possession as well as their contact information.
- Date vehicle was “Tagged Out”.
- Reason(s) for “Tagging Out” the vehicle including all noted deficiencies. (A photocopy of the completed inspection form may be taped to the basket or steering wheel if on a vehicle-mounted lift for this purpose.)

- Name and contact information for the Department's responsible person for implementation of this program.

No repairs are made on any AL/EWP until the equipment and its components are blocked, tagged, locked out or otherwise made safe for repair work to commence according to application of the [UC Berkeley Energy Isolation Program](#).

[Return to Table of Contents](#)

Operating Procedures/Hazard Identification and Controls

Prior to operation at the beginning of each work-shift, Operators must review and assess the following equipment/work area conditions:

1. Review work area for hazards, and remove/control them prior to operation.
2. Always conduct an environmental hazard assessment prior to selecting/using AL/EWP equipment.
3. Only use AL/EWP equipment designed to safely work in the work-area conditions observed.
4. Review operating instructions, warnings, and precautions for the types of AL/EWP being operated.
5. Prior to operation at the beginning of the work-shift, inspect and document the equipment's proper function of controls and instrumentation.
6. Inspect engine or motor operation.
7. Inspect steering and maneuvering.
8. Familiarize yourself with visibility.
9. Inspect basket or platform capacity and equipment stability.
10. Complete and document the inspection process using the appropriate inspection form (in "Attachments").
11. Check fuel and/or charging of batteries, and refuel/recharge as needed.
12. Review and understand equipment operating limitations.
13. Review other operating instructions, warnings, or precautions listed in the operator's manual for the types of AL/EWP that you will operate.
14. Alert all persons in the work area of intended work activities and hazards.
15. Always face the direction of travel.
16. Don't travel horizontally with the platform elevated or extended.
17. Don't exceed the basket or platform capacity.
18. Position equipment on a firm level surface and minimize blocks or ramps for leveling the AL/EWP equipment.
19. Always set outriggers prior to use if the AL/EWP is equipped with them.
20. Wear proper safety harnesses and only tie-off to the work platform's fall protection tie-off point. (Refer to "Types of Lifts" and the Inspection Forms in the "Attachments" to determine if safety harnesses are required to be worn.)
21. "Barrier off" the lift swing work-area below the AL/EWP equipment's work zone.
22. Don't climb on guardrails, climb on ladders or stand on other items when working on the platform.
23. Practices good housekeeping when working in and around the platform.

24. Never drop or throw objects to or from the work platform.
25. Always look below platform and confirm it's safe to lower the equipment before lowering the equipment.
26. Never lean the platform on or against structures.
27. Never use the boom to push against something, or try and pull the AL/EWP equipment along in a horizontal direction.

[Return to Table of Contents](#)

Training Requirements

All UC Berkeley Staff, Faculty and Students

Are trained on the basic requirements of this program with the primary knowledge that they must be trained and certified to operate an Aerial Lift or Elevating Work Platform prior to doing so on UC Berkeley property.

Departments that own Aerial Lifts or Elevating Work Platforms

Are familiar with the Administrative and Personnel Training Procedures of this program, and implement/integrate them into their research/work/business practices.

Department Safety Coordinators and/or "Responsible Person"

Receive detailed training and support from the Aerial Lift/Elevating Work Platform Program Manager at EH&S concerning their roles/responsibilities in implementing/integrating this program into their Department's research/work/business practices.

Aerial Lift/Elevating Work Platform Operators

Must enroll with EH&S and successfully complete training that covers general lift/platform safety in combination with Hands-On "Field" Training for each model of Aerial Lift or Elevating Work Platform they will be "certified" to use.

Contractors using Aerial Lift/Elevating Work Platform on UC Berkeley property

Must be aware that they must provide proof of Aerial Lift or Elevating Work Platform training on the type of lift they are about to use issued by their employer; have UC Berkeley department permission to operate powered industrial trucks on the UC Berkeley premises, and must carry on their person and produce upon request verification in the form of certificate or other document from their employer certifying that they have been trained in the safe use of Aerial Lifts or Elevating Work Platforms.

EH&S – (Aerial Lift/Elevating Work Platform Safety Program Manager)

- Is trained on all aspects of this program's management and requirements.
- Is trained on, and familiar with, all Cal/OSHA codes relevant to this program (see references below).

- Is aware of, and familiar with, all Fed/OSHA training and support materials relevant to this program.

EH&S Trainer/Program Manager

- Is trained on all aspects of this program's management and requirements.
- Is trained on, and familiar with, all Cal/OSHA codes relevant to this program.
- Is trained on, and certified by, a Cal/OSHA 'Train-the-Trainer' Program to conduct Aerial Lift/Elevating Work Platform training.
- Is aware of, and familiar with, all Fed/OSHA training and support materials relevant to this program.

[Return to Table of Contents](#)

Record Keeping Requirements

Departments that own/use Aerial Lifts or Elevating Work Platforms

All departments that have trained Aerial Lift or Elevating Work Platform operators should keep a current copy of training certification on file (up to three years). For copies of training certification please contact EH&S at 642-3073.

Department Safety Coordinators and/or "Responsible Person"

No record keeping needed, but should verify that all operators have current training certification.

Aerial Lift/Elevating Work Platform Operators

Operators that use Aerial Lifts or Elevating Work Platforms in other departments than their own should at all times have their "Industrial Equipment Training Certification" issued by UC Berkeley EH&S in their possession.

EH&S – (Aerial Lift/Elevating Work Platform Safety Program Manager)

EH&S maintains a training database and certification filing system of all UC Berkeley Aerial Lift/Elevating Work Platform operators. These records and all past training certification can be accessed by the department, department safety coordinator, supervisor, Cal/OSHA or a certified operator by calling EH&S at 642-3073.

EH&S Trainer

The Aerial Lift/Elevating Work Platform Trainer retains all on-line training tests, forms, and sign-in sheets for record keeping purposes. These records will reside in the Aerial Lift/Elevating Work Platform Safety Program Managers electronic filing system.

[Return to Table of Contents](#)

References

The following Title 8 Cal/OSHA codes dictate the requirements of this program:

§1670. Personal Fall Arrest/Restraint Systems	http://www.dir.ca.gov/Title8/1670.html
§3637. Definitions	http://www.dir.ca.gov/Title8/3637.html
§3638. Equipment Instructions and Marking	http://www.dir.ca.gov/Title8/3638.html
§3639. Factors of Safety in Design of Work Platform Assembly	http://www.dir.ca.gov/Title8/3639.html
§3640. Maintenance and Repairs	http://www.dir.ca.gov/Title8/3640.html
§3642. Platform Equipment	http://www.dir.ca.gov/Title8/3642.html
§3645. Stability on Inclined Surfaces	http://www.dir.ca.gov/Title8/3645.html
§3646. Operating Instructions (Elevating Work Platforms)	http://www.dir.ca.gov/Title8/3646.html
§3647. Pin-On Platforms	http://www.dir.ca.gov/Title8/3647.html
§3648. Operating Instructions (Aerial Devices)	http://www.dir.ca.gov/Title8/3648.html
Fall Protection Equipment fact sheet	https://ehs.berkeley.edu/sites/default/files/lines-of-services/workplace-safety/65fallprotequip.pdf

[Return to Table of Contents](#)

Issued By and Next Review Date

Issued by: Brandon DeFrancisci, Associate Director, UC Berkeley EH&S – Feb. 14, 2018

Next Review Date: Feb. 14, 2023 or sooner upon changes to code requirements.

Attachments

- Attachment 1. [Template – Aerial Lift/Elevating Work Platform Department Inventory](#)
- Attachment 2. [Template – Certified Operator Roster](#)
- Attachment 3. [Template – Training Certification – Example](#)
- Attachment 4. [Articulating Boom Pre-Operation Inspection Form](#)
- Attachment 5. [Elevating Work Platform Pre-Operation Inspection Form](#)
- Attachment 6. [Lift Pod Pre-Operation Inspection Form](#)
- Attachment 7. [Extensible Boom Platform Pre-Operation Inspection Form](#)
- Attachment 8. [Scissor Lift Pre-Operation Inspection Form](#)
- Attachment 9. [Trailer Mounted Aerial Lift Pre-Operation Inspection Form](#)
- Attachment 10. [Vehicle Mounted Lift Pre-Operation Inspection Form](#)
- Attachment 11. [FAQ/Fact Sheet – Aerial Lift/Elevating Work Platform](#)

[Return to Table of Contents](#)

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley

Attachment 1 - Lift Equipment Inventory for _____ Department

Instructions: An initial inventory of Industrial Lift Equipment owned/operated by each department must be conducted to identify all equipment impacted by this program. This must be done by physical inspection. At UC Berkeley this survey may be conducted by a responsible person in a department, the department’s DSC or their designee and documented on this form. Update this inventory list as equipment is purchased or retired from service, and at least annually. [Return to Table of Contents](#)

MGFR	Type	Power Source	Nameplate Data	Max. Lift Capacity	Location	PPE/Uses
Example: Genie	Scissor Lift	Electric/AC-DC	Model ZH1 S/N 456JV12X798	Platform 600 lbs.	Oxford Track Garage	Full Body Harness w/Lanyard General Greenhouse/warehouse use, Building maintenance.

DATE: _____ DSC/Responsible Person’s NAME: _____ PAGE ____ OF ____
 More on back, check here []

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley

MGFR	Type	Power Source	Nameplate Data	Max. Lift Capacity	Location	PPE/Uses
Example: Genie	Scissor Lift	Electric/AC-DC	Model ZH1 S/N 456JV12X798	Platform 600 lbs.	Oxford Track Garage	Full Body Harness w/Lanyard General Greenhouse/warehouse use, Building maintenance.

Attachment 2 – Certified Operators List

Certified Operator List for _____ Department.

Instructions: An Operator Roster of Industrial Lift Equipment owned/operated by each department is maintained to identify all personnel enrolled in this program. At UC Berkeley this roster may be maintained by a responsible person in a department, the department’s DSC or their designee and documented on this form, or through enrollment in the University Learning Management System (LMS). Update this roster as equipment is purchased or retired from service, and personnel are added/deleted from using Industrial Lift Equipment within the Department. [Return to Table of Contents](#)

Operator Name/ ID Number	Training Certification Issue Date	Operation Location(s)	Equipment
Example: Laurence Berkeley (Employee # or Student ID)	Issued 5/16/18 – exp. 5/15/21	Oxford Track Garage Oxford Track Build Maintenance	Genie Scissor Lift #GL8462LW, Genie Elevating Work Platform #GL50309TL

DATE: _____ DSC/Responsible Person’s NAME: _____ PAGE OF _

More on back, check here []

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley

Operator Name/ ID Number	Training Certification Issue Date	Operation Location(s)	Equipment
Example: Laurence Berkeley (Employee # or Student ID)	Issued 5/16/18 – exp. 5/15/21	Oxford Track Garage Oxford Track Build Maintenance	Genie Scissor Lift #GL8462LW, Genie Elevating Work Platform #GL50309TL

Attachment 3 – Example of an Industrial Equipment Training Certification

**Example – Industrial Equipment Training Certification E-mail
Issued by UC Berkeley EH&S**

FirstName, LastName,

Congratulations! You have completed the following training: ____ActivityName, ____
Completion Date: ____, ActivityCompletionDate ____

This email is your certification of having completed safety training for this specific model aerial lift and/or elevating work platform. It is valid for 3 years. Please schedule refresher training 1-4 months before expiration.

Evidence of this training is required prior to operation of the specified model lift. As a reminder, there are other campus safety procedures for operation of aerial lifts and elevating work platforms such as pre-operation and annual inspections, following manufacturer safety instructions as specified in the equipment manual, and conducting a site hazard assessment.

A record of this course completion is contained in the campus Learning Management System which can be accessed through the UC Learning Center. If you have any questions, contact us at ehstrain@berkeley.edu.

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Attachment 4 - Articulating Boom Lift Pre-operation Inspection

Lift MFG: _____ Model: _____ Serial Number : _____

Date: _____ Start Time: _____ AM/PM (circle one)

WEAR FALL PROTECTION WHEN USING THIS LIFT

	Pass	Fail	N/A
KEY OFF Procedures			
Check that the operator’s manual, decals are in place and legible, and that the operator has reviewed the manual and is aware of its limitations.			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check drive hubs, engine for oil leaks			
Check platform entry mid-rail/gate, and platform or basket housekeeping			
Examine the battery & fire extinguisher			
Check fuel level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and insure that all fall protection is being worn and attached properly			
Tires/Rollers/Monitor tire air pressure if pneumatic (Front Right _____psi, Front Left _____psi, Right Rear _____psi, Left Rear _____psi)			
KEY ON Procedures			
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Steering and drive system			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Starting Hour Meter Reading: _____ Hours	Operator’s Name: (Printed/Signature) _____ / _____		Operator’s Employee ID: _____

Instructions: Operator must check off each item as having been checked “OK” and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location.

[Return to Table of Contents](#)

*Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley*

Aerial Lift Site/Operation Hazard Assessment for _____ Department

Location(s): _____

Type of Work to be conducted: _____

Instructions: An Operator must conduct a **Site Hazard Assessment** for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

Operator/Evaluator: _____ Date evaluated: ____ / ____ / ____

[Return to Table of Contents](#)

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley

Attachment 5 - Elevating Work Platform Pre-operation Inspection

Lift MFG: _____ Model: _____ Serial Number : _____

Date: _____ Start Time: _____ AM/PM (circle one)



WEARING FALL PROTECTION IS OPTIONAL BUT RECOMMENDED

		Pass	Fail	N/A
KEY OFF Procedures				
Check that the operator's manual, decals are in place and legible, and that the operator has reviewed the manual and is aware of its limitations.				
Check Hydraulic cylinders/Lifting mechanism/Fluid level				
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects				
Check outriggers, outrigger limiting switches, and locking pins				
Check platform entry mid-rail/gate, and platform or basket housekeeping				
Examine the battery & fire extinguisher				
Check battery level to assure that the unit can operate the duration of the job				
Operator is responsible for inspecting all fall protection and insure that all fall protection is being worn and attached properly				
Tires/Rollers/Monitor tire air pressure if pneumatic (Front Right ____psi, Front Left ____psi, Right Rear ____psi, Left Rear ____psi)				
KEY ON Procedures				
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)				
Check all basket controls, foot switch, horn for proper operation				
Battery discharge indicator, Hour meter				
Steering and drive system				
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)				
Starting Hour Meter Reading: _____ Hours		Operator's Name: (Printed/Signature) _____ / _____		Operator's Employee ID: _____

Instructions: Operator must check off each item as having been checked "OK" and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location.

[Return to Table of Contents](#)

*Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley*

Aerial Lift Site/Operation Hazard Assessment for _____ Department
Location(s): _____
Type of Work to be conducted: _____

Instructions: An Operator must conduct a **Site Hazard Assessment** for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

Operator/Evaluator: _____ Date evaluated: ____ / ____ / ____

[Return to Table of Contents](#)

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley



Attachment 6 – Lift Pod Pre-operation Inspection

Lift MFG: _____ Model: _____ Serial Number : _____

Date: _____ Start Time: _____ AM/PM (circle one)

WEARING FALL PROTECTION IS OPTIONAL BUT RECOMMENDED

	Pass	Fail	N/A
KEY OFF Procedures			
Check that the operator’s manual, decals are in place and legible, and that the operator has reviewed the manual and is aware of its limitations.			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check outriggers, outrigger limiting switches, and locking pins			
Check platform entry mid-rail/gate, and platform or basket housekeeping			
Examine the battery & fire extinguisher			
Check battery level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and insure that all fall protection is being worn and attached properly			
Tires/Rollers/Monitor tire air pressure if pneumatic (Front Right____psi, Front Left____psi, Right Rear____psi, Left Rear____psi)			
KEY ON Procedures			
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Steering and drive system			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Starting Hour Meter Reading: _____ Hours	Operator’s Name: (Printed/Signature) _____ / _____		Operator’s Employee ID: _____

Instructions: Operator must check off each item as having been checked “OK” and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location. [Return to Table of Contents](#)

*Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley*

Aerial Lift Site/Operation Hazard Assessment for _____ Department
Location(s): _____
Type of Work to be conducted: _____

Instructions: An Operator must conduct a **Site Hazard Assessment** for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

Operator/Evaluator: _____ Date evaluated: ____ / ____ / ____

[Return to Table of Contents](#)



Attachment 7 - Extensible Boom Platform Pre-operation Inspection

Lift MFG: _____ Model: _____ Serial Number : _____

Date: _____ Start Time: _____ AM/PM (circle one) **WEAR FALL PROTECTION WHEN USING THIS LIFT**

	Pass	Fail	N/A
KEY OFF Procedures			
Check that the operator’s manual, decals are in place and legible, and the operator has reviewed the manual and is aware of its limitations			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check drive hubs, engine for oil leaks			
Check platform entry mid-rail/gate, and platform or basket housekeeping			
Examine the battery & fire extinguisher			
Check fuel level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and insure that all fall protection is being worn and attached properly			
Tires/Rollers/Monitor tire air pressure if pneumatic (Front Right ___psi, Front Left ___psi, Right Rear ___psi, Left Rear ___psi)			
KEY ON Procedures			
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Steering and drive system			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Check outriggers for proper operation if equipped			
Starting Hour Meter Reading: _____ Hours			
Operator’s Name: (Printed/Signature)		Operator’s Employee ID: _____	
_____ / _____			

Instructions: Operator must check off each item as having been checked “OK” and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location. [Return to Table of Contents](#)

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley

Aerial Lift Site/Operation Hazard Assessment for _____ Department
Location(s): _____
Type of Work to be conducted: _____

Instructions: An Operator must conduct a **Site Hazard Assessment** for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

Operator/Evaluator: _____ Date evaluated: ____ / ____ / ____

[Return to Table of Contents](#)

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley



Attachment 8 - Scissors Platform Lift Pre-operation Inspection

Lift MFG: _____ Model: _____ Serial Number : _____

Date: _____ Start Time: _____ AM/PM (circle one) **WEARING FALL PROTECTION IS OPTIONAL BUT RECOMMENDED**

	Pass	Fail	N/A
KEY OFF Procedures			
Check that the operator's manual, decals are in place and legible, and the operator has reviewed the manual and is aware of its limitations			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check outriggers, outrigger limiting switches, and locking pins			
Check platform entry mid-rail/gate, and platform or basket housekeeping			
Examine the battery & fire extinguisher			
Check battery level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and insure that all fall protection is being worn and attached properly			
Tires/Rollers/Monitor tire air pressure if pneumatic (Front Right ___psi, Front Left ___psi, Right Rear ___psi, Left Rear ___psi)			
KEY ON Procedures			
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Steering and drive system			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Starting Hour Meter Reading: _____ Hours	Operator's Name: (Printed/Signature) _____ / _____		Operator's Employee ID: _____

Instructions: Operator must check off each item as having been checked "OK" and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location. [Return to Table of Contents](#)

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley

Aerial Lift Site/Operation Hazard Assessment for _____ Department
Location(s): _____
Type of Work to be conducted: _____

Instructions: An Operator must conduct a **Site Hazard Assessment** for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

Operator/Evaluator: _____ Date evaluated: ____ / ____ / ____

[Return to Table of Contents](#)

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley



Attachment 9 - Trailer Mounted Aerial Lift Pre-operation Inspection

Lift MFG: _____ Model: _____ Serial Number : _____

Date: _____ Start Time: _____ AM/PM (circle one) **WEAR FALL PROTECTION WHEN USING THIS LIFT**

	Pass	Fail	N/A
KEY OFF Procedures			
Check that the operator's manual, decals are in place and legible, and the operator has reviewed the manual and is aware of its limitations			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check outriggers, outrigger limiting switches, and locking pins			
Check platform entry mid-rail/gate, and platform or basket housekeeping			
Examine the battery & fire extinguisher			
Check battery level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and insure that all fall protection is being worn and attached properly			
Tires/Rollers/Monitor tire air pressure if pneumatic (Front Right ___psi, Front Left ___psi, Right Rear ___psi, Left Rear ___psi)			
Check trailer lights, reflectors, parking brake, axle components, surge brake, safety chains			
KEY ON Procedures			
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Steering and drive system			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Check outriggers, leveling jacks and foot pads			
Starting Hour Meter Reading: _____ Hours Operator's Name: (Printed/Signature) _____ / _____ Operator's Employee ID: _____			

Instructions: Operator must check off each item as having been checked "OK" and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location. [Return to Table of Contents](#)

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley

Aerial Lift Site/Operation Hazard Assessment for _____ Department
Location(s): _____
Type of Work to be conducted: _____

Instructions: An Operator must conduct a **Site Hazard Assessment** for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

Operator/Evaluator: _____ Date evaluated: ____ / ____ / ____

[Return to Table of Contents](#)

Aerial Lift and Elevating Work Platform Safety Program
University of California Berkeley



Attachment 10 - Vehicle Mounted Lift Pre-operation Inspection

Lift MFG: _____ Model: _____ Serial Number : _____

Date: _____ Start Time: _____ AM/PM (circle one) **WEAR FALL PROTECTION WHEN USING THIS LIFT**

	Pass	Fail	N/A
KEY OFF Procedures			
Check that the operator’s manual, decals are in place and legible, and the operator has reviewed the manual and is aware of its limitations			
Check Hydraulic cylinders/Lifting mechanism/Fluid level			
Check welds, pins, missing nuts or bolts and other structural parts for cracks or defects			
Check outriggers, outrigger limiting switches, and locking pins			
Check platform entry mid-rail/gate, and bucket or basket housekeeping			
Examine the battery & fire extinguisher			
Check battery level to assure that the unit can operate the duration of the job			
Operator is responsible for inspecting all fall protection and insure that all fall protection is being worn and attached properly			
Monitor tire air pressure (Front Right _____psi, Front Left _____psi, Right Rear _____psi, Left Rear _____psi)			
Check lights, reflectors, parking brake			
KEY ON Procedures			
Check all ground controls for proper operation, including emergency lowering means (remember, these could save your life)			
Check all basket controls, foot switch, horn for proper operation			
Battery discharge indicator, Hour meter			
Check limit switches, alarms, and flashing beacon if equipped (operating the lift by raising/swing/extending booms, tilt/rotate the basket)			
Check outriggers, leveling jacks and foot pads			
Starting Hour Meter Reading: _____ Hours	Operator’s Name: (Printed/Signature) _____ / _____		Operator’s Employee ID: _____

Instructions: Operator must check off each item as having been checked “OK” and safe to use during daily inspection prior to operation. See the reverse side of this page and complete the Work Site Evaluation for every new location. [Return to Table of Contents](#)

Aerial Lift Site/Operation Hazard Assessment for _____ Department
Location(s): _____
Type of Work to be conducted: _____

Instructions: An Operator must conduct a **Site Hazard Assessment** for Industrial Lift Equipment owned/operated by each department to identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Unlike other Industrial Equipment, each time an Aerial Lift or Elevating Work Platform unit is used the site must be reassessed and documented on this form.

Site Evaluation	YES	NO	N/A
Is the work surface structurally strong enough to handle the lift, and free of drop-offs?			
Are surface conditions where the lift is used free of obstructions and on level surface?			
Are there proper barricades to control pedestrian and vehicle traffic in work zone?			
Are there overhead obstructions or restricted places where the lift will be operated?			
Will the basket handle the loads to be carried without exceeding the rated capacity?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will the lift be used for electrical work or near high voltage lines?			
Are there "Classified Hazardous" locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
Is wind or other weather a concern? Are there sustained winds or gusts stronger than the manufacturer's rated design allowance?			
List below other potentially hazardous site-conditions that could affect safe operation:			
Process/Use of Lift Truck	YES	NO	N/A
Has the proper Lift been chosen for the type of work being conducted?			
Does the Lift have the proper lift height and capacity for the job?			
Are proper PPE (hardhats, etc.) and full body harnesses w/lanyards available and used?			
Is the basket free of trip hazards and proper housekeeping maintained?			
Are there designated parking areas for Lift(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift is being used?			
Are Propane bottles being kept in a secure area, and are they tagged "Full" or "Empty"?			
List below other potentially hazardous process-conditions that could affect safe operation:			

Operator/Evaluator: _____ Date evaluated: ____ / ____ / ____

[Return to Table of Contents](#)

Attachment 11 - FAQ/Fact Sheet – Aerial Lift/Elevating Work Platform Safety Program

[Click on any question in the FAQ/Fact Sheet “Table of Contents” to be taken to the answer.]

[Return to Beginning of Program](#)

[Return to AL/EWP Program Table of Contents](#)

FAQ/Fact Sheet Table of Contents

What is Aerial Lift/Elevated Work Platform (AL/EWP) Equipment?	37
When is implementation of the AL/EWP program required, and by whom?	37
Contractors we hire use AL/EWP equipment. What do we have to do?	38
If I want to purchase or lease AL/EWP equipment, what do I have to do?	38
Who may use AL/EWP equipment and what training and certification is required?	38
Who should be trained and certified to operate AL/EWP equipment?	38
Can I operate any type of AL/EWP equipment once I’ve been trained and certified?	38
What’s involved in training and certifying personnel using AL/EWP equipment?	39
What are the safe-work procedures for using AL/EWP equipment?	39
Does a pre-operation inspection need to be documented for each work-shift?	39
Are there checklists that can be used to document pre-operation inspections?	39
What do I do if I find an equipment deficiency or newly recognized hazard?	40
What kinds of records should my Department keep to demonstrate program compliance?	40
What regulations govern the requirements of this program?	40
How do I get help with implementing this program in my Department?	40

What is Aerial Lift/Elevated Work Platform (AL/EWP) Equipment?

Aerial Lift/Elevated Work Platform (AL/EWP) equipment is used to raise people from ground/floor level to conduct work aloft. They may be used indoors or outdoors and for any purpose when a person needs to work at an elevated location. There are many different kinds of AL/EWP equipment and are selected and used based upon work need and site conditions. Some are self-propelled, some are mounted on truck beds, some are towed behind a vehicle on a trailer, etc. Power sources for the equipment include plug-in electric, on-board rechargeable battery packs, propane, gasoline, dual-power units, etc. Common kinds of AL/EWP equipment include ‘Bucket Trucks’, Boom Trucks, Scissors Lifts, Extensible Boom Lifts, Articulating Arm Lifts, etc.

When is implementation of the AL/EWP program required, and by whom?

Departments that own, lease, rent or otherwise operate Aerial Lifts/Elevating Work Platforms (AL/EWP) must implement this program into their business/research operations to comply with Cal/OSHA and other regulatory requirements. The following actions assure complete implementation:

1. Train and certify personnel who operate their equipment,
2. Conduct pre-operation safety inspections and preventive maintenance of the equipment,
3. Assure equipment operators adhere to specific safe-work practices whenever using these types of powered industrial equipment, and
4. Approve use of AL/EWP equipment by Contractors/Vendors hired by the Department.

Contractors we hire use AL/EWP equipment. What do we have to do?

Departments hiring contractors are NOT responsible to assure the contractor's compliance with the UC Berkeley AL/EWP Program. However, [Contractor or Vendor employees](#) that have been trained under their company's Aerial Lift/Elevating Work Platform Safety program, and have a UC Berkeley Department's permission, may operate AL/EWP equipment owned/leased/rented by their employer on UC Berkeley premises. Contractors who use AL/EWP equipment that is owned and/or rented/leased by a UC Berkeley Department must demonstrate to the Department's DSC or Responsible Person their current training certification for operation of the specific type of AL/EWP equipment before they are allowed to operate the UC Berkeley owned/leased/rented equipment. Whether the operator is a vendor or contractor, they may be required to show verification that they have been trained and certified on the specific AL/EWP equipment being operated by any UC Berkeley Department representative. If contractor/vendor employees are found to be uncertified, all work using the AL/EWP equipment must stop immediately until properly certified personnel are present to operate the equipment.

[Return to FAQ/Fact Sheet Table of Contents](#)

If I want to purchase or lease AL/EWP equipment, what do I have to do?

Department Management is responsible for selecting, purchasing/leasing, owning and maintaining the AL/EWP equipment and must designate the person(s) responsible for implementing the following program requirements:

- Identify/Evaluate AL/EWP [Equipment Requirements and Site Hazards](#)
- [Inventory and Inspect](#) Department AL/EWP Equipment using program documentation
- Identify [Department Personnel](#) Requiring AL/EWP Equipment Training
- Assure [Training/Qualification/Retraining and Certification](#) of selected Department Personnel
- Assure Department Operators are following AL/EWP Program [Operator Procedures](#)
- [Maintain Records](#) of program implementation and training/certification.

Who may use AL/EWP equipment and what training and certification is required?

Each Operator must successfully complete [Operator Safety Training](#) prior to operating AL/EWP equipment on UCB property. Training is provided by EH&S. Depending upon the type of AL/EWP equipment used, Fall Protection gear may need to be worn by the operator. Additional "Fall Protection Training" may be required if this type of gear must be worn.

[Return to FAQ/Fact Sheet Table of Contents](#)

Who should be trained and certified to operate AL/EWP equipment?

Anyone in the owner Department who has the work-need to operate a piece of AL/EWP equipment must be trained and certified prior to allowing them to operate the Department's AL/EWP equipment.

Can I operate any type of AL/EWP equipment once I've been trained and certified?

No. Operators may only use the AL/EWP equipment type they have been trained and certified to operate. Different types of AL/EWP equipment require a separate training and certification to operate. AL/EWP equipment may be operated by uncertified operators only when under the direct supervision of persons who have the knowledge, training and experience to train operators and evaluate their competence "in the field"(such as during training).

[Return to FAQ/Fact Sheet Table of Contents](#)

What's involved in training and certifying personnel using AL/EWP equipment?

Training is a single hands-on “field” training that covers both AL/EWP fundamentals and documented testing that’s specific to the AL/EWP equipment. Training certification expires after three years. Training must be refreshed every three years to maintain certification. However, retraining may be required sooner if work conditions, equipment, or other factors change significantly from those when original training took place. Operators must attend and successfully complete a ‘retraining’ when [specific conditions](#) or unsafe work behaviors are observed as outlined in the program.

I've hired a contractor who needs to use UC Berkeley rented/leased/owned AL/EWP. What kind of training/certification does the Contractor need?

Contractors who are hired by the Department and who must use UC Berkeley rented/leased/owned AL/EWP must be trained/certified under the UC Berkeley training/certification program and issued a UC Berkeley Operator Training Certification before they can operate the equipment rented/leased/owned by UC Berkeley. Departments that find they must put a Contractor through this training/certification process are required to alert EH&S of the need for the Contractor’s training/certification and arrange for this training/certification to occur prior to allowing the Contractor to use the Department’s equipment.

What are the safe-work procedures for using AL/EWP equipment?

Safe work procedures for the use of any type of AL/EWP equipment are [detailed in the program](#) and associated training content, and include the following:

- Assessment of AL/EWP equipment selection and a documented “Site Hazard Evaluation”,
- Documented Pre-Operation Equipment Inspection with determination if fall protection PPE and other gear must be worn during work aloft,
- Implementing an “Equipment Tag Out” notification procedure for repair when deficiencies in the equipment are discovered,
- Following specific operating procedures, hazard identification and controls when operating AL/EWP equipment.

[Return to FAQ/Fact Sheet Table of Contents](#)

Does a pre-operation inspection need to be documented for each work-shift?

Yes. It’s required by law and makes good sense as equipment and site conditions can change, and unrecognized hazards develop, without the operator’s knowledge unless a pre-operation inspection is completed. This inspection assures the operator that the equipment they are about to use is safe to take them aloft, and alerts them to hazards in the work area. The documentation associated with the inspection assures that a systematic approach to hazard recognition is taken, and that Departments are complying with legal requirements.

Are there checklists that can be used to document pre-operation inspections?

Yes. [Attachments 4 – 10](#) of the AL/EWP Safety Program are customized by equipment type and used as Pre-Operation Checklists by Operators when conducting their equipment inspections and site hazard evaluation.

[Return to FAQ/Fact Sheet Table of Contents](#)

What do I do if I find an equipment deficiency or newly recognized hazard?

This depends upon the nature of the hazard or the deficiency. If the equipment deficiency can be corrected by the operator without causing them or the work site harm (for example, refueling the lift prior to use), then the operator corrects the deficiency and proceeds to use the equipment. If the deficiency cannot be repaired by the operator, then the operator follows an [“Equipment Tag Out” procedure](#) to alert others of the deficient condition, alerts their Supervisor of the deficient condition to arrange for repair, and does not use the equipment until the condition has been corrected.

If a hazard in the work-site is identified (for example, soft ground due to a recent rain storm), then the operator must conduct an assessment of the hazard, implement control measures (for example, install steel support plates on the ground), determine if the AL/EWP equipment is appropriate to use at the work-site, or if a different type of AL/EWP equipment or other work-method is needed.

[Return to FAQ/Fact Sheet Table of Contents](#)

What kinds of records should my Department keep to demonstrate program compliance?

[Recordkeeping requirements](#) are detailed under that section of the AL/EWP program, and include an inventory of Department owned equipment, a list of currently-certified AL/EWP Operators employed by the Department, inspection records, rental/lease/purchase agreements, etc....

What regulations govern the requirements of this program?

Regulations that govern the need for and requirements of the AL/EWP Safety Program include Cal/OSHA, US-DOT and other regulations. A list of these regulations with links to their specific content is included in the [References Section](#) of the AL/EWP Program.

How do I get help with implementing this program in my Department?

Contact EH&S at 642-3073 for questions and help on implementing this program in your Department.

[Return to FAQ/Fact Sheet Table of Contents](#)