

# CATHOLIC MUTUAL... "CARES"

## USE OF AERIAL PLATFORMS (LIFTS)

Aerial platforms such as scissor lifts and boom lifts are periodically used by parishes and schools to perform various maintenance functions such as changing light bulbs, hanging banners, painting, etc. These lifts should be used by authorized personnel only who have been properly trained in the aerial platform's use and also trained to recognize the hazards associated with this type of equipment. Volunteers should not be allowed to operate this type of equipment. No one under the age of 21 should be allowed on these types of lifts.

All aerial platforms should be equipped with an Operator Manual and Safety Manual. Anyone operating the equipment must read both manuals before operating. If the manual is missing, do not allow the equipment to be used until a new manual is obtained by contacting the equipment dealer or the manufacturer.

### **Perform inspection before operating**

Before operating an aerial platform, an inspection of the equipment must be made. Items such as the hydraulic fluid level, tires, deck controls, guardrails, grease fittings, deck surfaces, hoses, belts and cables should be checked. If your inspection reveals a problem or damage to the aerial platform, do not operate the unit until repairs are made.

The area surrounding the equipment should also be inspected. Learn as much about the work area as possible. Be aware of potential hazards such as slippery surfaces, overhead hazards, holes, confined areas, narrow aisles, large rocks, obstructed vision, power lines, drop-offs, etc. The site should be checked on a regular basis for condition changes.

Aerial lift malfunctions can often be attributed to improper or lack of regularly scheduled maintenance. Improper care will hinder performance and increase the likelihood of accidents. Follow the maintenance schedule as defined in the Operator's Manual(s).

- ✓ Inspect the unit for loose, worn, broken or leaking components.
- ✓ Check all safety lights, gauges, warning alarms and horns.
- ✓ Perform scheduled lubrication and fluid level checks per operator's manual.
- ✓ Drain and change all fluids per operator's manual.
- ✓ Inspect all tires for cuts, nails, and other obstructions.
- ✓ Inspect stabilizing braces and outriggers.

The attached checklists should be reviewed and followed by any operator of an aerial platform to ensure the equipment is used as safely as possible. Please note, this checklist may not be all inclusive for your particular lift. Users need to refer to your unit's operating and safety manuals.



# SCISSOR LIFT AND VERTICAL PERSONNEL LIFT

## Getting Started

- ✓ Perform required inspections.
- ✓ Test operating controls.
- ✓ Make sure your shoes/boots are clean before climbing on.
- ✓ Use “three-point contact” with the machine when climbing.
- ✓ Never attempt to mount or dismount a moving machine.
- ✓ Never climb the elevating assembly to gain access to the platform.
- ✓ Know the capacity of the platform before operating.
- ✓ Know the weight of personnel, tools and other items placed on the platform.
- ✓ Make certain all handrails, toe boards, gates and entry chains are in place and secure before raising the platform.
- ✓ Never modify a lift.



## Operating the scissor lift

- ✓ When operating your lift in an enclosed space, ensure proper ventilation.
- ✓ Dispense the weight of all items on the platform evenly.
- ✓ Do not carry materials on the rails.
- ✓ Make sure all outriggers, stabilizers, extendible axles, or other stability enhancing means are used as required by manufacturer before elevating.
- ✓ Make certain that your traveling surface is level anytime the platform is raised.
- ✓ If there is more than one person on the lift, only the designated operator should operate the controls.
- ✓ Operate the controls smoothly, avoiding sudden stops and starts.
- ✓ Never operate the controls except from the control station.
- ✓ Always be aware of pedestrians around the scissor lift.
- ✓ Do not place ladders or scaffolds on the platform or against the machine.
- ✓ Do not tie the platform to adjacent structures.
- ✓ Stay clear of power lines when operating the aerial lift.

## Tip-over hazards

- ✓ Never overload the lift – know its capacities.
- ✓ Do not operate the equipment in strong or gusty winds.
- ✓ Keep away from curbs, holes, edges and other level changes.
- ✓ Do not use controls to free a platform that is caught or snagged.
- ✓ Never override any safety device.
- ✓ If the tilt alarm sounds, immediately lower the platform (if applicable).



## Fall hazards

- ✓ Occupants may be required to wear “restraint” or “fall” protection on vertical lifts. Consult the safety manual and manufacturer.
- ✓ Keep all body parts inside the platform rails at all times.
- ✓ Never attempt to stand or climb onto a midrail, handrail or any other device (keep feet on the basket/deck at all times).
- ✓ Keep the platform clear of debris.
- ✓ Keep the entry chain and gates closed at all times.
- ✓ Do not exit the platform when it is elevated.

## Collision hazards

- ✓ Be aware of pedestrians in the area at all times.
- ✓ Check the work area thoroughly for overhead obstructions.
- ✓ Operate the scissor lift slowly near obstacles and other machines.
- ✓ Do not lower the platform unless the area below is clear of all personnel.
- ✓ Be aware when driving lift around corners, through intersections and entrances.
- ✓ Do not operate lift near any overhead crane or moving device.
- ✓ Use extreme caution when operating lift around docks, stairs or other drop-offs.
- ✓ When lowering the platform from the lower control station, the operator must remain clear of the descending platform.
- ✓ Secure all ropes, cables, and wire in unit. Do not let them dangle over the side.

### **Safe shutdown**

- ✓ Travel to a safe area, place platform in stowed position.
- ✓ Come to a complete stop, place controls in neutral, and shut off power.
- ✓ Only exit the scissor lift when the platform is completely lowered.

## **BOOM LIFT**

### **Getting Started**

- ✓ Perform required inspections.
- ✓ Test operating controls.
- ✓ Make sure shoes/boots are clean before climbing on.
- ✓ Use “three-point contact” with the machine when climbing.
- ✓ Never climb the elevating assembly to gain access to the platform.
- ✓ Know the capacity of the platform before operating.
- ✓ Know the weight of personnel, tools and other items placed on the platform.
- ✓ Once in the basket, close and secure gate.
- ✓ All personnel on the platform must wear “restraint” or “fall” protection equipment.\*

### **Operating the boom lift**

- ✓ Do not start or drive the lift in areas where flammable gases may be present.
- ✓ When operating the machine in an enclosed space, ensure proper ventilation.
- ✓ Check all control functions, steering, brakes, and elevation.
- ✓ Dispense the weight of all items on the platform evenly.
- ✓ Do not carry materials on the rails.
- ✓ Make sure all outriggers, stabilizers, extendible axles, or other stability enhancing means are used as required by manufacturer before elevating.
- ✓ Make certain that your traveling surface is level anytime the platform is raised.
- ✓ If the tilt alarm sounds, immediately lower the platform (if applicable).
- ✓ Never attempt to mount or dismount a moving machine.
- ✓ If there is more than one person on the lift, only the designated operator should operate the controls.
- ✓ Operate the controls smoothly, avoiding sudden stops and starts.
- ✓ Never operate the controls except from the control station.
- ✓ Do not use controls to free a platform that is caught or snagged.
- ✓ Never override any safety device.
- ✓ Do not place ladders or scaffolds in the basket or against the machine.
- ✓ Do not use the machine as a crane.
- ✓ Do not tie basket or lanyard to adjacent structures.

### **Tip-over hazards**

- ✓ Occupants and equipment must not exceed the maximum platform capacity.
- ✓ Lower the boom before driving.
- ✓ Do not raise the platform in strong or gusty winds.
- ✓ Do not operate boom lift near docks, hills or other steep inclines.
- ✓ Do not push off or pull toward any object outside the platform.
- ✓ Do not place or attach overhanging loads to any part of the lift.
- ✓ Do not use this machine on a moving surface or vehicle.

### **Fall hazards**

- ✓ Occupants must wear either “restraint” or “fall arrest” systems.\*
- ✓ Keep all body parts inside the basket at all times.
- ✓ Never attempt to stand or climb onto a midrail, handrail or any other device (keep feet on the basket/deck at all times).
- ✓ Keep the basket clear of debris.
- ✓ Keep the entry gates closed at all times.
- ✓ Do not exit the platform when it is elevated.

### **Collision hazards**

- ✓ Be aware of pedestrians in the area at all times.
- ✓ Be aware of other equipment in the area.
- ✓ Check the work area thoroughly for overhead obstructions and power lines.
- ✓ Operate boom lift slowly near obstacles.
- ✓ Be aware when driving lift around corners, through intersections and entrances.
- ✓ Use extreme caution when operating lift around docks, stairs or other drop-offs.
- ✓ Secure all ropes, cables, and wire in unit. Do not let them dangle over the side.



**Safe shutdown**

- ✓ Come to a complete stop, place controls in neutral.
- ✓ Idle engine for cooling purposes (if applicable).
- ✓ Only exit when boom is at a safe height.

**\*Consult Operating/Safety Manual and Manufacturer for specific requirements.**

(02/13)