

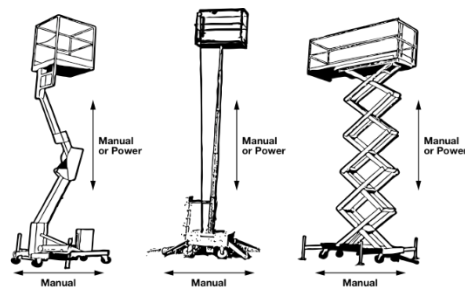
Northern Kentucky University	Policy Link: Occupational Safety Policy
Issue Date: 11/02/2018 Revised Date:	Title: MANUAL OR SELF-PROPELLED ELEVATING WORK PLATFORM PROCEDURE

OBJECTIVE AND PURPOSE

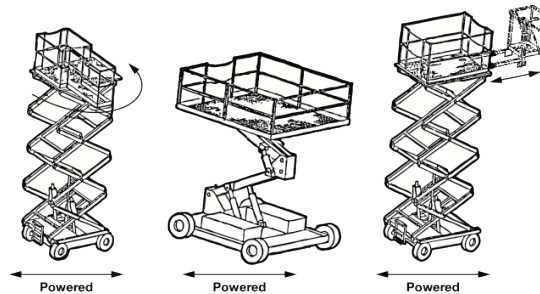
The purpose of this procedure is to ensure the safe use of manual or self-propelled elevating work platforms at Northern Kentucky University. This procedure is administered under the authority of University Occupational Safety Policy.

DEFINITIONS

Manually Propelled Elevating Work Platform - Characterized by an elevating platform on a vertical axis mounted to a stationary base.



Self-Propelled Elevating Work Platform - Characterized by an elevating platform on a vertical axis on a self-propelled base.



RULES AND PROCEDURES

Operating Procedures

- A ground person that has been trained on the elevating platform shall be present at all times while the lift is occupied and elevated.
- Maximum load and number of personnel in the elevating work platform, as suggested by the manufacturer, shall not be exceeded. Maximum load requirements include personnel plus all tools, materials and/or equipment required.
- Proper stabilizing devices shall be used at all times. The elevating work platform shall not be operated in any manner on grades, side slopes or ramps exceeding those for which the platform is rated.
- The operator shall ensure adequate clearance is maintained from overhead obstructions and energized electrical conductors and parts.
- Warnings such as, but not limited to, flags, roped off areas, flashing lights, and barricades shall be used to limit access to the areas below the platform.

- Do not climb, sit, stand, or hang on the guardrails of the platform.
- The use of ladders, scaffolding, or any other devices on the platform for achieving additional height or reach is prohibited.
- Immediately report any problems or malfunctions that become evident during operations to your immediate supervisor.
- The elevating work platform shall not be used as a crane.
- The elevating work platform shall be operated by a person in the platform.
- The use of the lower controls is for emergency conditions only.
- **Exception:** During safety inspections of the elevating work platform.

Emergency Operating Procedures

- If the elevating work platform or supporting assembly becomes caught, snagged, or otherwise prevented from normal motion by adjacent structures or other obstacles such that control reversal does not free the elevating work platform, all personnel shall be removed from the platform before attempts are made to free the elevating work platform using lower controls.
- If the upper controls of the elevating work platform are not working properly or the operator is incapable of running the elevating work platform, the lower controls shall be used to lower the platform. The person controlling the elevating work platform shall inform the personnel in the platform that he/she is lowering it.
- The operator shall immediately contact his/her supervisor and tag out the elevating work platform. The responsible department shall ensure all problem(s) or malfunction(s) that affect the safety of operations is repaired prior to continued use.

RESPONSIBILITIES

Safety and Emergency Management Responsibilities

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

Chair/Director Responsibilities

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices.

Chairs/directors shall ensure that their employees receive required training prior to beginning work and annual/refresher training as needed. The chair/director is also responsible for maintaining their employee training records.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

Employee Responsibilities

Pre-start inspections shall be made and recorded by an authorized person prior to each days use. All records shall be made available to employees upon request. The manufacturer's operating instructions shall be followed at all times. A copy of the operating instructions shall be attached to or in a designated compartment of the elevated platform. Ground personnel in the area of the elevating work platform are required to wear a hard hat anytime it is in use. Minimum safe approach distance (MSAD) from

energized power lines and parts shall be maintained at all times. Before and during use, the operator shall check the area in which the elevating work platform is to be used for possible hazards.

TRAINING

Departments shall ensure adequate training for each employee prior to performing work related to this procedure. Documentation shall be maintained for each employee. Additional information on training and documentation requirements can be found in corresponding regulations. For additional assistance contact Safety and Emergency Management.

For additional information, forms, training, and other resources visit nku.edu/safety.