



Effective: February 1, 2008

Reviewed: Jan 8<sup>th</sup>, 2016

Revised: January 08, 2017

**I. PURPOSE :**

Aerial platform lifts are present throughout the Resolute Forest Products Calhoun facility. This policy is designed to ensure that these lifts are operated in a consistent and safe manner through a system of safety checks and accountability.

**II. SCOPE:**

This policy applies to all equipment designed to elevate personnel on a platform that is propelled by a powered lifting device. It applies to the departments who own the equipment and the employees who use them. This policy covers all Resolute Forest Products employees, contractors, vendors and visitors who operate an aerial lift on the Calhoun mill property.

**III. DEFINITIONS:**

**Aerial Lift** - Any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel. Examples are:

- Snorkel Lifts
- Genie Lifts
- JLG Lifts
- Scissor Lifts

**IV. PROCEDURES:**

To ensure safe practices, the following general procedure is used when an authorized user uses an aerial platform lift:

1. Obtain any necessary authorization to use the lift.
2. Check the last pre-start inspection for any comments or notes.
3. Perform a pre-start inspection on the lift, document the inspection and place it in the reserved storage location on the lift.
4. Perform a workplace inspection in the area that the lift will be used.
5. Extend and adjust the outriggers, stabilizers, extendable axles, or other stability enhancing means.
6. Ensure that the guardrails are installed and are in place.
7. Ensure that the load being placed on the lift is within the rated capacity of the lift.
8. Test the controls of the lift.

9. When operating any Aerial lift all employees must wear a full body harness with a fall arresting lanyard attached. The lanyard shall be affixed to the lift basket, at an approved lanyard anchorage point, in a manner that will prevent the employee from falling from the lift.
10. Platform to structure transfers at elevated positions are discouraged. When transfer is necessary the platform should be within 1 foot of a safe and secure structure. 100% tie-off is also required in this situation utilizing two lanyards. One lanyard must be attached to the platform with the second lanyard attached to the structure. The lanyard connected to the platform must not be disconnected until such time the transfer to the structure is safe and complete.
11. The area below the lift shall be roped off with red barricade tape. Please see the Barricade Tape policy for specifications.
12. Do not drive a scissor lift while the lift is extended.
13. When transporting a scissor lift with a fork truck, the forks must be inserted into the fork slots and not the side with the step ladder. Never carry the scissor lift sideways on the forks. If going up ramps, always keep the scissor lift uphill from the fork truck.

#### **V. TRAINING:**

All operators and users of aerial platform lifts shall attend an aerial lift training session. The contents of the training will include the following:

1. Purpose and use of manuals.
2. Pre-start inspection process.
3. Identification of malfunctions and problems.
4. Factors affecting stability.
5. Purpose of placards and decals.
6. Workplace inspections.
7. Safety rules and regulations.
8. Authorization to operate.
9. Operator warnings and instructions.
10. Operation of the aerial platform.
11. Demonstrate competency.

#### **VI. INSPECTIONS:**

The inspection process is a critical step in preventing aerial lift accidents that are caused from faulty or worn out equipment. Aerial platform lifts that are not in proper operating condition shall be removed from service until the problems have been corrected by an authorized and trained maintenance technician.

**A. Pre-Start Inspections**

Before use each day or at the beginning of each shift that the aerial platform lift is used, it shall be given a pre-start inspection which includes a visual inspection and a functional test that uses the following criteria:

1. Operating and emergency controls.
2. Safety devices.
3. Personal protective devices.
4. Air, hydraulic and fuel system leaks.
5. Cables and wiring harness.
6. Loose or missing parts.
7. Tires and wheels.
8. Placards, warnings, control markings and operating manual(s).
9. Outriggers, stabilizers, and other structures.
10. Guardrail system.
11. Other items specified by the manufacturer.

**B. Frequent Inspections**

Any time an aerial platform lift has not been used for a period of 3 months or more or after 150 hours of operation (whichever comes first), or after a used lift has been purchased, a frequent inspection shall be performed by a qualified person and shall include the following:

1. All functions and their controls for speed(s) smoothness, and limits of motion.
2. Lower controls including the provisions for overriding of upper controls.
3. All chain and cable mechanisms for adjustment wear or damaged parts.
4. All emergency and safety devices.
5. Lubrication of all moving parts, inspection of filter element(s), hydraulic oil, engine oil, and coolant as specified by the manufacturer.
6. Visual inspection of structural components and other critical components such as fasteners, pins, shafts and locking devices.
7. Placard, warnings and control markings.
8. Additional items specified by the manufacturer.

**C. Annual Inspections**

An annual inspection shall be performed on every aerial platform lift each year. The inspection shall be performed by a qualified mechanic who is authorized to perform maintenance duties on the lift. The inspection shall include all items specified by the manufacturer for an annual inspection. The current inspection sticker provided by a qualified inspector should be visible. All non-current inspection stickers should be removed.



D. Workplace Inspections

Before an aerial platform lift is used and during its use, the operator shall check the area in which the aerial platform lift is to be used for possible hazards such as, but not limited to:

1. Drop-offs or holes.
2. Slopes.
3. Bumps and floor obstructions.
4. Debris.
5. Overhead obstructions and high voltage conductors.
6. Hazardous locations and atmospheres.
7. Inadequate surface and support to withstand all load forces imposed by the aerial platform lift.
8. Wind and weather conditions.
9. Presence of unauthorized personnel.
10. Other possible unsafe conditions.

E. Aerial Platform Lift Pre-Start Inspection Form:

The pre-start inspection shall be performed prior to use on each day or shift of the aerial platform lift by an authorized and trained user of the lift. Documentation of the inspection shall be maintained by each department, with a copy of the most recent inspection document stored on the lift.

Check off the items that have been inspected or mark the N/A box if the item does not apply to the lift being inspected. Place any comments in the space provided. If there are any of these items that are not satisfactory, place the lift out of service, tag it with a "Do Not Operate" tag, and contact the owner of the lift to alert them of the problem. Do not operate the lift until the problem is corrected.

A copy of the inspection form is included at the end of this policy.

**Aerial Lifts Policy**  
**February 1, 2008**


Effective: February 1, 2008

Reviewed: **May 24, 2012**

Revised: **January 08, 2017**

**Approval Signatures:**

  
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 Scott Palmer     1-23-17  
 Mill Manager

  
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 Dallas Jones  
 Safety and Health Services Manager



Aerial Lift Pre-Use Inspection Checklist											
	Operator			Company							
	Unit type			Model							
	Location			Unit no.							
	Date			Shift							
1 - PRE Start-up Walk-around			Status			2 - Powered Checks			Status		
	OK	NO	N/A		OK	NO	N/A		OK	NO	N/A
Wheels, tires and axles - condition/inflation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engine -starts/oil pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Hydraulic components - condition/leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Battery - charge level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Data plate - accurate/legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gauges and instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Annual inspection certification - valid/legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ground and platform controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Battery tray - opens/closes easily, latches shut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boom/lift arms - raise/lower/extend etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Turret turntable - gears/lock pin/stops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turret rotate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Counterweight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drive - forward and reverse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Cover panels - open/close easily, latch/lock shut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steer - left and right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Engine - fluids/filters/belts/hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Platform - tilt/rotate/extend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Batteries - clean/dry/secure/caps-cables/level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fuel tank/level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outriggers/stabilizers/pothole protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Hydraulic oil level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extendable axles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Lights and strobes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Function-enabled(deadman)pedal/switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Placards/labels/decals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manual/auxiliary controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Boom valley/under platform - leaks/debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety interlocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Accessory plugs and cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Boom/lift arms - general condition/wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3 - Workplace Inspection</b>	<b>OK</b>	<b>Status</b>	<b>NO</b>	<b>N/A</b>			
Hydraulic cylinders & pin locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Articulated joints - wear/cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drops-offs or holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Power track - lines/hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bumps and floor/ground obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Platform - guard rails/toe board/anchorage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Weather resistant storage compartment/manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overhead obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
All controls - clearly marked/hold to run	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energized power lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ground surface and support conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pedestrian/vehicle conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other possible hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Comments</b>											
Operator's Initials:											
Alternative operator's Initials:											
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Inspection Regulations	
<b>Frequent</b>	Must be performed: a) Has been in service for 3 months or 150 hrs, whichever comes first; b) has been out of service for 3 months or longer; or c) Was purchased used, unless it is determined that the unit's frequent inspections are current. Must be performed by qualified mechanic on specific make and model.
<b>Annual</b>	Must occur at least every 13 months and be performed by a person qualified as a mechanic on the specific model of aerial lift.
<b>Pre-start</b>	Must be performed: a) At the start of the shift, B) Before each shift.
<b>Workplace</b>	Must be performed in the area which you are or will be operating your aerial lift.