


# SUNY OSWEGO

## ENVIRONMENTAL HEALTH AND SAFETY MANUAL

### Aerial Lift Operator Policy

Procedure Number <b>EHS-ALP-01</b>	Revision Number <b>00</b>	Effective Date <b>6/01/2019</b>
Approval Signature 		Approval Date <b>8/20/19</b>

#### 1.0 PURPOSE

The purpose of this procedure is to provide guidance for the use of campus-owned and/or operated lifts (boom, scissor, and platform lifts) including rentals.

#### 2.0 APPLICABILITY

This program applies to the use of any M&O state-owned or operated lift.

#### 3.0 REFERENCES

Lift Operators Manuals from the Manufacturer

## **4.0 RESPONSIBILITIES**

### **A. Director of Maintenance & Operations**

1. Act as the President's designee and Vice President for Administration's designee for approvals.

### **B. Fleet Garage:**

1. Maintain state-owned lifts in safe and operational condition.
2. Ensure each lift contains information including, but not limited to:
  - a. Operators manual
  - b. Pre operation inspection forms
  - c. Current lift inspection sticker
3. Maintain contracts with outside vendors for lift inspections, service, and repair.
4. Maintain records of lift inspections (annual and quarterly) and repair work and submit journal transfers for reimbursement of services rendered.
5. Accept delivery of campus purchased lifts.
6. Notify M&O office & supervisors if a lift is out of service for any period of time.

### **C. Maintenance & Operations (M&O) Office at Building #12:**

1. Process iServiceDesk request to reserve a lift and arrange delivery if applicable (delivery applies to scissor lifts only).
  - a. <https://sunyoswego-isd.webtma.net/>
  - b. Include the date(s) time(s), and location of use on the iServiceDesk request
2. Confirm user is trained in specific lift requested, by using the list provided by TMA generated report of certified lift operators.
3. Ensure that the Lift Usage Agreement (Attachment 1) is completed and signed. Retain agreements on file for one year.
4. Update Equipment calendar - operator, duration, use location, and work order number for each lift.
5. Maintain keys for each lift in a secure location.
6. Supply keys & user agreement to authorized users or M&O supervisors only.

**D. Operator:**

1. Students or student workers cannot operate the lifts under any circumstances.
2. Read and understand this policy.
3. Be an employee of SUNY Oswego.
4. Follow all NYS traffic laws, including possession of a NYS driver's license, if applicable.
5. Be trained on the specific lift being operated.
6. Submit iServiceDesk request to reserve and/or arrange delivery of a lift, minimum of 48 hours in advance.
  - a. <https://sunyoswego-isd.webtma.net/>
7. Prior to use, notify the M&O office if there is a change in the operator.
8. If the use of the JLG 60' or JLG 120' is requested, it is the operator's responsibility to pick up the lift at its current location and check with M&O office as to where to return the lift. Refer to the next scheduled request or defer to the Fleet Garage supervisor for assistance on location return.
9. Ensure the operator's manual is present on the lift before use.
10. Perform inspections as indicated in the owner manuals for the lift and fill out inspection form.
11. Ensure number of occupants does not exceed capacity of the lift.
12. Provide and ensure hard hats & safety glasses are used by all occupants, at all times. (Harnesses when required).
13. Accept responsibility for any motor vehicle infractions.
14. Ensure state-owned/operated lifts are used for official college business.

15. Understand and ensure the following actions are prohibited in the state-owned operated lift:
  - a. Driving under the influence of drugs and/or alcohol
  - b. Use of personal electronic communication devices and/or state-issued radios while operating the lift
  - c. Removal of safety devices
  - d. Using lift for material transport
16. Remove personal belongings, tools, debris, and all litter at the end of each shift, prior to returning lift.
17. Refuel or plug in to recharge after each use.
18. Return key and completed Lift Usage Form (Attachment 1) to M&O office at Building #12 promptly after use and have the work order updated to have lift picked up (scissor lifts only) and returned to storage area.
  - a. Submit an iserv for any repairs required after use.

**E. Supervisors:**

1. Assign trained operators for tasks that require the use of a lift.
2. Notify EH&S if they have staff that need to be trained or retrained on lifts.
3. Ensure hands-on training is provided for any lift they rent.
4. Identify the lift operator for lifts that they sign out as the supervisor.
5. Ensure lifts are reserved for scheduled work and/or emergencies only.

**F. Environmental Health & Safety:**

1. Have a working knowledge of 29 CFR 1910.28, 1910.67 and 1926.453 and ANSI A.92 in order to provide guidance and direction for compliance.
2. Provide, schedule, maintain training records and/or coordinate training.

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## 5.0 PROCEDURE

### A. Scheduling Priority:

1. To fulfill Facilities Services mission, scheduling is based by the following:
  - a. Campus emergency
  - b. Maintenance & Operations
  - c. Environmental Health & Safety
  - d. Major Projects
  - e. Campus groups and departments (i.e., CTS, Theater)

### B. Training:

1. Prior to operating any lift, workers must be trained on lift safety as well as receive hands-on training for each individual lift.
2. Training will be provided, scheduled and/or coordinated through EH&S to ensure proper training and documentation.
3. All training records/documentation will be maintained by EH&S.
4. An operator of a lift that has had hands-on training and experience safely operating a specific lift, may provide the hands-on training for other operators for that lift, under the following conditions:
  - a. The operator has had classroom Lift Safety training from SUNY Oswego within three years
  - b. This training is to be coordinated and approved through EH&S at the time.
5. Retraining of operators will occur periodically:
  - a. **Classroom and evaluation of operation of lift every three years**  
**Applicable hands on training will be completed annually**
  - b. When an operator is involved in an accident with the lift, regardless of injury to people or property
  - c. When an operator is observed operating the lift in an unsafe manner
6. A list of current operators and the lifts they can operate can be found on TMA and non-facilities staff records will be kept on file with EHS.
7. Hands-on training of rented lifts will be provided by the rental company

upon delivery of the lift – this training should be documented by M&O or EH&S operator and forwarded to EH&S.

**C. Rental of Lifts for M&O Purposes (only):**

1. Under certain circumstances it may be necessary to rent lifts from an outside source – for example, if a lift is out of service or for a special project that requires the use of a special lift.
2. The decision to rent a lift from an outside vendor will be made by M&O supervisors.

**D. Reserving a State-Owned Lift:**

1. Facility Services staff:
  - a. Submit iServiceDesk request to make a tentative reservation and/or arrange delivery of a lift, minimum of 48 hours in advance
  - b. After confirmation: Pick up lift key at M&O office at Building #12 (lift keys will only be issued to supervisors or operators listed on the Lift Operators list)
  - c. Reserve for scheduled maintenance only
3. Non-Facilities Campus staff:
  - a. Operator must submit training record or be on file with EHS within the last year.
  - b. Submit a lift usage agreement with the appropriate function # and chairperson(s) signature so department can be billed for use
  - c.. Usage fee of \$100 per day, per lift
  - d.. Submit iServiceDesk request to make a tentative reservation and/or arrange delivery of a lift, minimum of 48 hours in advance
  - e. After confirmation: Pick up lift key and inspection form at M&O office at Building #12 (lift keys will only be issued to supervisors or operators listed on the Lift Operators list)
  - f. Submit an iserv work order for any repairs or maintenance items identified in need of repair

**E. Returning Lift:**

1. Return key to M&O office at Building #12 promptly after use and have the work order updated to have lift picked up and returned to storage area or to an agreed upon location.'
2. If returning after hours, the keys and forms should be placed in the Key Drop box located next to the main entrance door of Building #12.

4. If the lift or other items/structures are damaged or broken while in my care, the department may share financial responsibility for repairs to the lift or other property that is damaged by the lift.

**F. Accident or Disabled Lift:**

1. The driver must report all lift related accidents to M&O and area law enforcement, University Police xt 5555, and complete an incident report.
2. If the operator is unable to do so because of personal injury, the driver's supervisor must file out the report in a timely manner.
3. If the lift becomes disabled for any reason during normal work hours, call the M&O office at 315-312-3200.

## **6.0 DEFINITIONS**

29 CFR 1910 – Occupational Safety and Health Administration Standards for General Industry

ANSI 1926– American National Standards Institute

CTS – Campus Technology Services

Facilities Services (FS) – Includes the offices of Maintenance & Operations (M&O), Major Projects (M&P), and Environmental Health & Safety (EH&S)

iServiceDesk – Campus work request system used to request work on campus  
<https://sunyoswego-isd.webtma.net/>

Operator – EH&S approved and/or trained person who operates the lift

State-Owned/Operated Lift – Any lift owned or operated by the SUNY Oswego employee.

## **7.0 ATTACHMENTS**

None

