Aerial lift Safety Plan
TIPS AND CONSIDERATIONS

**Applicability.** This sample aerial lift safety plan (Plan) applies to the maintenance, inspection, and operation of powered platforms, vehicle-mounted platforms, and aerial lifts in general industry and construction. Aerial lifts in general industry and construction include the following vehicle-mounted aerial devices used to elevate personnel to jobsites above ground level:

* Extensible boom platforms;
* Aerial ladders;
* Articulating boom platforms;
* Vertical towers; *and*
* A combination of any such devices.

The Plan focuses on articulating boom platforms and extensible boom platforms in general industry and construction. This sample plan does not include powered platforms, scissor lifts, manlifts, or material hoisting devices such as cranes and slings.

An “aerial lift”—or “aerial device”—is any vehicle-mounted device, telescoping and/or articulating, used to elevate or position personnel. A “vehicle” is any carrier that is not manually propelled. Aerial lifts may be made of metal, wood, fiberglass-reinforced plastic, or other material. Such devices may be powered or manually operated. They are deemed to be aerial lifts whether or not they are capable of rotating around a substantially vertical axis.

**OSHA regulations.** This sample aerial lift (vehicle-mounted work platforms) safety plan is designed to address the requirements of the Occupational Safety and Health Administration (OSHA) general industry and construction rules:

* OSHA 29 CFR 1910.67—vehicle-mounted work platforms
* OSHA 29 CFR 1926.453—aerial lifts

The aerial lift rule for general industry does not apply to fire-fighting equipment or to the vehicles upon which aerial devices are mounted, except with respect to the requirement that a vehicle be a stable support for the aerial device. ***NOTE*** for construction industry: This exception for fire-fighting equipment does not appear in the construction rule.

**Related rules.** Other federal OSHA rules associated with aerial lifts that may apply to your work site include:

* 29 CFR 1910.68—manlifts (general industry)
* 29 CFR 1926.550(g)—crane or derrick suspended personnel platforms (construction)
* 29 CFR 1910.66—powered platforms (general industry)
* 29 CFR 1926.300–307—hand and power tools (construction)
* 29 CFR 1926.300 to 1926.449—electrical safety (construction)
* 29 CFR 1926.500 to 1926.503—fall protection (construction)
* 29 CFR 1926.104 and 1926.105—personal protective and life-saving equipment (construction)
* 29 CFR 1926.502—personal fall arrest systems (construction)
* 29 CFR 1926.1050 to 1926.1060—ladders (construction)
* 29 CFR 1910.23—ladders (general industry)
* 29 CFR 1910.28—duty to have fall protection and falling object protection (general industry)
* 29 CFR 1910.29—fall protection systems and falling object protection—criteria and practices (general industry)
* 29 CFR 1910.140—personal fall protection systems (general industry)
* 29 CFR 1926.29(b)—employer responsibility to initiate and maintain safety programs (construction)

**Industry consensus standards.** Following are industry consensus standards that you may adopt in your Plan:

* American National Standards Institute (ANSI) A92.2—Vehicle Mounted Elevating and Rotating Work Platforms
* ANSI/SIA A92.6—Self-Propelled Elevating Work Platforms

**Welding work.** All welding must conform to American Welding Society (AWS) Standards:

* Standard Qualification Procedure, AWS B3.0 – 41
* Recommended Practices for Automotive Welding Design, AWS D8.4-61
* Standard Qualification of Welding Procedures and Welders for Piping and Tubing, AWS D10.9-69
* Specifications for Welding Highway and Railway Bridges, AWS D2.0-69

**Training.** For general industry uses, only trained workers are allowed to operate an aerial lift. For construction industry uses, only authorized workers are allowed to operate an aerial lift.

**Review and incorporate state regulatory requirements.** This plan is based on federal requirements and/or best practices. Some states have laws and regulations that are stricter than federal requirements and may affect how you customize this Plan. See the Safety.BLR.com® website for the regulatory analysis in your state.

[Organization Name]

Aerial lift safety Plan

Plan last updated:

**Authority:** This Aerial Lift Safety Plan (Plan) has been authorized by [insert name of authority*]*.

**Scope:** This Plan applies to all facilities and worksites where vehicle-mounted work platforms and related equipment are operated or stored. The following aerial lifts are covered by the requirements of this Plan:

* [insert the make and model for each aerial lift in use]

Aerial lift safety plan

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Policy Statement

It is the goal of **[company name]** to provide a safe and healthful workplace for all employees and other persons at worksites where aerial lift operations are performed. Therefore, **[company name]** has adopted this Aerial Lift Safety Plan for the safe operation of vehicle-mounted work platforms at [insert location or facility(ies)].

Plan Administration

**Personnel contact information**

*[Modify the table and job descriptions as applicable to your facility.]*

|  |  |  |
| --- | --- | --- |
| **Task** | **Contact person** | **Phone/radio contact information** |
| Plan administrator |  | Work:  | Mobile: |
| Safety manager |  | Work: | Mobile: |
| Supervisor |  | Work: | Mobile: |
| Trainer |  | Work: | Mobile: |
| [Other] |  | Work: | Mobile: |

**Administrator.** The administrator is responsible for revising the Plan as necessary and has overall responsibility for ensuring that the requirements of the Plan are followed. The administrator will:

* Ensure that the appropriate insurance and inspection documentation is available with the vehicle-mounted work platform.
* Notify the safety manager and supervisors that a vehicle-mounted work platform is scheduled to be operating in a particular area.
* Be responsible for the actions of the subcontractor.
* Stop work if dissatisfied with a contractor’s or subcontractor’s performance.

**Safety manager.** The safety manager must:

* Conduct periodic hazard assessments.
* Ensure the operating and maintenance manuals are made available to each operator.
* Inform all users of any personal protective equipment (PPE) requirements when working on the lift.
* Ensure that all appropriate safe work practices prescribed in the Plan for each type of lift operation, maintenance activity, and lift inspection are implemented.
* Suspend or stop aerial lift operations if he or she determines that workers are exposed to potential injury or if equipment may be damaged.

**Supervisor(s).** The supervisor(s) will:

* Ensure that inspections are performed, and all daily inspections are performed before work starts for the day.
* Ensure employees are provided with and use appropriate PPE.
* Ensure that all employees and/or contractors have been trained in the use and inspection methods for vehicle-mounted work platforms in accordance to the manufacturers’ guidelines.
* Ensure that all employees and contractors are aware that if an inspection discovers a defect, the vehicle-mounted work platform cannot be used until repairs are made.

**Trainer.** See the Training section of this Plan for employee training requirements.

**Employees.** Employees must:

* Follow operating and maintenance manuals and this Plan.
* Inspect and document the inspection of aerial lifts daily and report any damages or repairs that may be needed to their supervisor.
* Attend and follow all required training.

Plan review and update

This Plan will be reviewed [insert time interval] and updated as needed to reflect changes in the work and/or worksite conditions, and when injury or illness incidents warrant a review. Revisions and updates will be made to promote continuous improvement.

Definitions

**Aerial device**—Any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel.

**Aerial ladder**—An aerial device consisting of a single- or multiple-section extensible ladder.

**Articulating boom platform**—An aerial device with two or more hinged boom sections.

**Extensible boom platform**—An aerial device (except ladders) with a telescopic or extensible boom. Telescopic derricks with personnel platform attachments shall be considered to be extensible boom platforms when used with a personnel platform.

**Insulated aerial device**—An aerial device designed for work on energized lines and apparatus.

**Job hazard analysis—**Method of analyzing a particular job or task to uncover all potential dangers.

**Mobile unit**—A combination of an aerial device, its vehicle, and related equipment.

**Personal fall arrest system—**A system used to arrest an employee in a fall from a walking-working surface. It consists of a body harness, anchorage, and connector. The means of connection may include a lanyard, deceleration device, lifeline, or a suitable combination of these.

**Platform**—Any personnel-carrying device (basket or bucket) that is a component of an aerial device.

**Qualified person—**One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his or her ability to solve or resolve problems related to the subject matter, the work, or the project.

**Travel restraint system—**A combination of an anchorage, anchorage connector, lanyard (or other means of connection), and body support that an employer uses to eliminate the possibility of an employee going over the edge of a walking-working surface. Lanyards and other connections on travel restraint systems must be short enough to prevent employees from reaching the edge of the platform.

**Vehicle**—Any carrier that is not manually propelled.

**Vehicle-mounted work platform—**A device used to position personnel, along with their necessary tools and materials, at work locations. It includes a platform and an elevating assembly mounted on a vehicle.

**Vertical tower**—An aerial device designed to elevate a platform in a substantially vertical axis.

**Walking-working surface**—Any horizontal or vertical surface on or through which an employee walks, works, or gains access to a work area or workplace location.

Hazard Assessment

**[Name]** will conduct a job hazard analysis (JHA) of [insert work area or name of facility] for potential hazards. See the attached Job Hazard Analysis Worksheet for more information.

Before work begins on a vehicle-mounted work platform, **[Name]** will evaluate the specific hazardous conditions at the worksite through:

* Jobsite studies;
* Observations;
* Test soil/floor type or conditions; *and*
* Consultations with local officials and utility companies.

JHA Basic Steps

1. Break down the job into basic steps.
2. Identify ALL hazards present with each identified step.
3. Review the listed hazards with employees who do the job.
4. Identify strategies to eliminate or reduce the hazards.

During each of these steps, the person(s) conducting the analysis will gather information from such resources as:

* Personal experience
* Jobsite observations
* Input from employees who will be working in the area or on the project affected by the JHA
* People who have done similar work on other projects
* Equipment manuals
* Equipment manufacturers’ technical representatives
* Existing health and safety plans and handbooks

Take photographs of the workplace, if appropriate, for use in making a more-detailed analysis of the work.

JHA Procedures

Following are the specific JHA procedures, listed in the order in which they will be performed. See attached Job Hazard Analysis Worksheet for guidance in conducting a simple JHA.

1. **List specific activities.** Make a list of specific activities that will be performed by employees at a particular location (work area or jobsite), for the use of vehicle-mounted work platforms, or for a specific process or project. Where projects are very broad and involve diverse activities, conduct a JHA for each activity.
2. **List each potential hazard.** Examine the hazards or potential hazards associated with each task or activity. Continue to use the worksheet or certificate used to list the specific tasks.
	1. Examine the location where the activities are or will be performed to determine if there are any apparent hazards, such as poor lighting, live electrical contacts, improperly stored materials or waste, adjacent operations that may affect the safe operation of the job under review, etc.
	2. Interview appropriate personnel who are familiar with the job and/or aerial lift. The intent of the interviews is to determine the orderly sequence of job tasks and any perceived hazards.
	3. Observe, where possible, employees performing the actual job tasks. Thoroughly document the findings on the JHA worksheet.
	4. Review available literature associated with the particular activity for additional hazards, including aerial lift equipment manuals, safety checklists, and existing health and safety plans and manuals.
3. **List corrective controls.** Once the hazards are identified, select the corrective controls that will be implemented to ensure employee safety and health, and list them on the appropriate worksheet or certificate. Corrective controls will be considered in the following order of precedence:
	1. Elimination—Removing the hazard or hazardous work practice from the workplace. This is the most effective control measure.
	2. Substitution—Substituting or replacing a hazard or hazardous work practice with a less hazardous one.
	3. Engineering control—If the hazard cannot be eliminated or substituted, an engineering control is the next preferred measure. This may include modifications to tools or equipment.
	4. Isolation—Isolating or separating the hazard or hazardous work practice from people not involved in the work or the general work areas. This can be done by marking off hazardous areas or by installing barriers.
	5. Administrative control—Introducing work practices that reduce the exposure to workers. Some examples include establishing physical access controls to prevent workers from entering hazardous areas, and ensuring proper training of employees.
	6. Personal protective equipment—Ensuring the use of PPE, particularly fall protection.
4. **Certify the JHA.** Ensure that the JHA is reviewed and signed by an authorized job hazard analyst and shared with and signed by all of the employees who will be doing the work.
5. **Review and modify the JHA as necessary.** Repeat the JHA process, as necessary, by evaluating new equipment or work processes, reviewing accident records, and periodically reevaluating the suitability of previously selected PPE and/or engineering controls.

Pre-Start Inspections

Before the start of each work shift, conduct a pre-start inspection to verify that the equipment and all its components are in safe operating condition. Follow the manufacturer’s recommendations and include a check of:

Vehicle Components

* Proper fluid levels (oil, hydraulic, fuel, and coolant);
* Leaks of fluids;
* Wheels and tires;
* Battery and charger;
* Lower-level controls;
* Horn, gauges, lights, and backup alarms; *and*
* Steering and brakes.

Lift Components

* Operating and emergency controls;
* Personal protective devices;
* Hydraulic, air, pneumatic, fuel and electrical systems;
* Fiberglass and other insulating components;
* Missing or unreadable placards, warnings, or operational, instructional, and control markings;
* Mechanical fasteners and locking pins;
* Cable and wiring harnesses;
* Outriggers, stabilizers, and other structures;
* Loose or missing parts; *and*
* Guardrail systems.

See the attached *Aerial lift pre-inspection form* for guidance on pre-inspections of vehicle-mounted work platforms.

Do not operate any aerial lift if any of these components are defective until it is repaired by a qualified person. Remove defective vehicle-mounted work platforms from service (tagout) until repairs are made.

The following criteria will be utilized to maintain all equipment in good working condition:

Full-Body Harnesses

* Inspect before each use.
* An inspection will be conducted and documented by a competent person annually.
* Store hanging in an enclosed cabinet to protect from damage.
* All harnesses involved in a fall will be destroyed.

Lanyards/Shock-Absorbing Lanyards

* Inspect before each use.
* An inspection will be conducted and documented by a competent person annually.
* Store hanging in an enclosed cabinet to protect from damage.
* All lanyards involved in a fall will be destroyed.

Work Zone Inspections

Employers must ensure that work zones are inspected for hazards and take corrective actions to eliminate such hazards before and during operation of an aerial lift. Items to look for include:

* Drop-offs, holes, or unstable surfaces such as loose dirt;
* Inadequate ceiling heights;
* Slopes, ditches, or bumps;
* Debris and floor obstructions;
* Overhead electric power lines and communication cables;
* Other overhead obstructions;
* Other hazardous locations and atmospheres;
* High wind and other severe weather conditions, such as ice; *and*
* The presence of others in close proximity to the work.

Safe operation and use

Selecting the Right Aerial Lift

In deciding which lift to select, the administrator needs to consider six factors:

* Inside vs. outside tasks;
* Transport clearances to the job, including doorways;
* Surface conditions, including whether the surface is paved or unpaved, whether the terrain is level or sloped or even or rough, and if obstacles are present;
* Elevation and reach to the worksite;
* Personnel, tools, utilities—compressed air and electricity, for example—and accessories for the job; *and*
* Storage space for the lift.

General Safe Operation Procedures

Fall protection:

* Ensure that access gates or openings are closed.
* Stand firmly on the floor of the bucket or lift platform.
* Do not climb on or lean over guardrails or handrails.
* Do not use planks, ladders, or other devices as a working position.
* Use a personal fall arrest system or a travel restraint system attached properly to the boom or basket of the lift.
* When using a travel restraint system, ensure that lanyards and other connections are short enough to prevent employees from reaching the edge of the platform.
* Do not belt-off to adjacent structures or poles while in the bucket.

Operation/traveling/loading:

* Do not exceed the load-capacity limits. Take the combined weight of the worker(s), tools, and materials into account when calculating the load.
* Do not use the aerial lift as a crane or material-lifting device.
* Do not carry objects larger than the platform.
* Do not drive with the lift platform raised (unless the manufacturer’s instructions allow this).
* Ensure that brakes are set and outriggers are used and secured before the boom is raised.
* Do not operate lower-level controls unless permission is obtained from the worker(s) in the lift (except in emergencies).
* Do not exceed vertical or horizontal reach limits.
* Do not operate an aerial lift in high winds above those recommended by the manufacturer.
* Do not override hydraulic, mechanical, or electrical safety devices.

Overhead protection:

* Be aware of overhead clearance and overhead objects, including ceilings.
* Do not position aerial lifts between overhead hazards if possible.
* Treat all overhead power lines and communication cables as energized, and stay at least 10 feet (3 meters) away.

Electrical equipment and other utilities

* Assume that electrical lines are energized until proven otherwise. Lines and other conductors may become reenergized without warning as utilities are evaluated and restored after a disaster.
* Inspect the work area for downed conductors and do not go near, drive over, or otherwise come in contact with them.
* Downed electrical conductors can energize other objects, including fences, water pipes, bushes, trees, and telephone/CATV/fiber optic cables.
* Unless deenergized and visibly grounded, maintain proper distance from overhead electrical power lines (at least 10 feet) and/or provide insulating barriers.
* Do not approach any gas leaks; if a gas leak is detected, secure spark-producing devices (e.g., engines, tools, electronic, and communications equipment) and evacuate the area until the leak is secured.
* Contact the utility company to assist in locating, marking, and shutting off/purging utility lines that may pose a hazard or may be impacted; ensure that lines have been purged as needed before beginning work.

Stability in the work zone:

* Set outriggers on pads or on a level, solid surface.
* Set brakes when outriggers are used.
* Use wheel chocks on sloped surfaces when it is safe to do so.
* Set up work zone warnings, such as cones and signs, when necessary to warn others.
* Insulated aerial lifts offer protection from electric shock and electrocution by isolating you from electrical ground. However, an insulated aerial lift does not protect you if there is another path to ground (for instance, if you touch another wire).
* To maintain the effectiveness of the insulating device, do not drill holes in the bucket.

Traffic control in work areas

* Develop and use a site plan that provides traffic flow details.
* Limit access, barricade, or set up controlled access zones where the equipment will be used; for equipment that rotates and/or carries/dumps loads, create an access zone that extends beyond the maximum rotation/swing radius of the equipment and/or beyond the area where loads will be carried/dumped.
* Establish/follow traffic control patterns (e.g., cones, barrels, barricades) in work areas.
* Use spotters where visibility is limited.
* Do not drive in reverse gear with an obstructed rear view unless the vehicle has an audible alarm or a signaler is used.
* Ensure that spotters and heavy equipment operators have communications equipment or agree on and use hand signals.

Specific Aerial Lift Operation

1. Extensible and articulating boom platforms

* Lift controls must be tested each day before use to determine that the controls are in safe working condition.
* Only trained persons will operate an aerial lift.
* Belting off to an adjacent pole, structure, or equipment while working from an aerial lift is not permitted.
* Employees must always stand firmly on the floor of the basket. Do not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
* A personal fall arrest system or travel restraint system must be worn and properly attached to the boom or basket when working from an aerial lift. Lanyards and other connections for travel restraint systems must be short enough to prevent workers from reaching the edge of the platform.
* Stay within specified manufacturer’s load limits.
* Set brakes and outriggers on pads or a solid surface. Install wheel chocks before using an aerial lift on an incline.
* An aerial lift truck may not be moved when the boom is elevated with workers in the basket.
* Articulating boom and extensible boom platforms primarily designed as personnel carriers must have upper and lower platform controls.
	+ Upper controls—In or beside the platform within easy reach.
	+ Lower controls—For overriding upper controls. Will not be operated unless given permission by employee in the lift or in an emergency.
* Inspect the boom to ensure it is properly cradled and that the outriggers are in stow position before moving the vehicle-mounted work platform.

2. Ladder trucks and tower trucks

* Before moving for highway travel, ladders must be secured in the lower traveling position by the locking device and all people must be out of the basket (unless the equipment has been specifically designed for this purpose).

Personal protective equipment

**General PPE requirements.** All employees on the jobsite will wear personal protective equipment (PPE) appropriate to the job task. Employees will be trained to wear and use the following PPE:

**Hard hats** for overhead impact or electrical hazards are to be worn at all times.

**Safety glasses** with side shields are required whenever working from an aerial lift.

**Gloves** chosen for the job hazards expected (e.g., heavy-duty leather work gloves for handling debris with sharp edges and/or chemical/electrical protective gloves appropriate for the job task).

**ANSI-approved protective footwear** is required for all employees on the jobsite.

**A personal fall arrest system or travel restraint system** must be worn by the employee working on the lift. The system needs to be properly attached to the anchor provided on the platform when working from an aerial lift. Lanyards and other connections for travel restraint systems must be short enough to prevent the employee from reaching the edge of the platform.

All aerial lift operators must visually inspect the personal fall arrest or travel restraint system before each use.

**Respiratory protection** as necessary—N, R, or P95 filtering face pieces may be used for nuisance dusts (e.g., dried mud, dirt, and silt) and mold (except mold remediation). Filters with a charcoal layer may be used for odors.

**Hearing protection** when working around potential noise sources and when noise levels exceed 90 decibels measured on the A scale (dBA). A useful “rule of thumb”—if you cannot hold a conversation in a normal speaking voice with a person who is standing at arm’s length (approximately 3 feet), the noise level may exceed 90 dBA.

**ANSI/ISEA 107-compliant high-visibility safety apparel and headwear** for employees involved in work zone safety and traffic control.

Emergencies

Fall Rescue

*[Develop a rescue plan]*

**[Company name]** will establish procedures to ensure that employees who are injured receive prompt emergency medical attention. A fall rescue system will provide for prompt (within 15 minutes) rescue or will ensure the capability of an immediate self-rescue. A rescue plan is in place at each worksite. The procedures identify key rescue and medical personnel, equipment available for rescue, emergency communications procedures, retrieval methods, and primary first-aid requirements. The rescue plan will be prepared before initial start-up operations at worksites.

Supervisors will ensure that each employee thoroughly understands the rescue plan and has immediate access to emergency phone numbers.

Rescue Plan

The following are general guidelines for emergency response procedures and fall rescue for each worksite:

* Before on-site work begins, inform emergency responders of any conditions at the site that may hinder a rescue effort.
* Document rescue procedures and post at the worksite; inform employees of locations.
* Post emergency responder phone numbers and addresses at the site.
* Ensure that responders have quick access to rescue and retrieval equipment, such as lower controls, lifts, and ladders.

Rescue Procedures

At the beginning of any work activity where fall protection is an issue, rescue plans must be identified and discussed with all employees in case of a fall. [Name] is responsible for developing the rescue plan(s).

If a person falls and is suspended from a fall arrest system:

1. The first worker to notice that another worker has fallen will immediately ask if he or she has been injured and determine if the person is able to self-rescue.
2. If the fallen worker is injured or does not respond, call 911, summon emergency response personnel, or call other emergency personnel in the response plan.
3. Secure the scene from unauthorized personnel.
4. Make certain that only qualified personnel attempt a technical rescue, such as using the lower controls.
5. Assign personnel to meet rescuers to direct them to the accident scene.
6. Provide comfort care and check vital signs if victim is accessible; if necessary, administer CPR and attempt to stop any bleeding per standard first-aid procedures.
7. All employees involved in a fall arrest or fall will be sent for a medical evaluation to determine the extent of injuries, if any.

Power Lines and Equipment

Workers operating vehicle-mounted work platforms near energized lines and equipment will have an assigned safety person (spotter). The spotter will be within visual/verbal range to ensure the minimum approach distance is maintained and initiate rescue if required.

Incident Investigation

All incidents that result in injury to workers, as well as near misses, regardless of their nature, will be reported and investigated. Investigations will be conducted by **[Name]** or other competent person as soon after an incident as possible to identify the cause and means of prevention to eliminate the risk of recurrence.

In the event of such an incident, the aerial lift safety plan (and alternative plans, if in place) will be reevaluated by **[Name]** to determine if additional practices, procedures, or training are necessary to prevent similar future incidents.

Training

**[Name]** will provide a training program that teaches employees who might be exposed to fall hazards how to recognize such hazards and how to minimize them. Employees will receive training as soon after employment as possible, and before they are required to operate vehicle-mounted and elevated work platforms.

Aerial Lift Worker Training

Only trained and authorized persons are allowed to operate an aerial lift. Training should include:

* Explanations of electrical, fall, and falling object hazards;
* Procedures for dealing with hazards;
* Recognizing and avoiding unsafe conditions in the work setting;
* Instructions for correct operation of the lift (including maximum intended load and load capacity);
* Demonstrations of the skills and knowledge needed to operate an aerial lift before operating it on the job;
* When and how to perform inspections;
* **[Company name]** requirements for reporting incidents that cause injury to an employee; *and*
* Manufacturer’s requirements.

Retraining

Workers should be retrained if any of the following conditions occur:

* An accident occurs during aerial lift use;
* Workplace hazards involving an aerial lift are discovered; *or*
* A different type of aerial lift is used.

Employers are also required to retrain workers who they observe operating an aerial lift improperly.

Contractors

All outside contractors working in or on the premises of **[Company name]** will be required to follow the guidelines set forth in this aerial lift safety plan. Contractors in the prejob meeting will be informed of these requirements as well as the on-site construction rules that apply.

Recordkeeping

**[Name]** will prepare a written certification that identifies each employee trained and the date of the training. **[Name]**, or other designated trainer, will sign the certification record. The written certification record will contain the name or other identity of the employee trained and the date(s) of the training.

Written certifications will be filed by **[Name]** and maintained at **[location]** for **[duration]**.

Aerial Lifts (vehicle-mounted and elevated work platforms)

Records for the certification of modifications: 29 CFR 1910(b)(2)

* Aerial lifts may be “field modified” for uses other than those intended by the manufacturer, provided the modification has been certified in writing by the manufacturer or by any other equivalent entity, such as a nationally recognized testing laboratory, to be in conformity with all applicable provisions of ANSI A92.2, and to be at least as safe as the equipment was before modification.
* No retention period is specified.

Enforcement

All staff are subject to discipline for failure to follow aerial lift safety requirements and procedures. Documentation of any violations will be kept in the staff member’s personnel file.

Attachments

File: Job Hazard Analysis Worksheet

File: Aerial Lift Pre-inspection Form