

## **STANDARD OPERATING PROCEDURE #427**

### **SUBJECT: Safe Operation of Aerial Lifts**

**Purpose:** To formalize a department policy that ensures the safe set up and operation of aerial lifts, to include boom supported lifts, bucket trucks, and scissors lifts.

**Policy:** In order to eliminate potential hazards to operator, ground crew, pedestrians or property, employees operating an aerial lift must comply with all of the established safety precautions contained in this Operating Procedure.

#### **Procedures:**

##### ***SET UP OF AERIAL LIFT***

1. All personnel shall wear hard hats and orange safety vests during set up operations performed outdoors. Control traffic when working in, or adjacent to, a road or parking lot.
2. Position aerial lift and apply emergency brakes (if applicable). Once the aerial lift is placed, the driver will activate the lift's emergency lights and engage the power take off (if applicable) before exiting the lift.
3. Chock the lift's wheels. Visually inspect the lift for damage or hydraulic leaks, to include controls. Ensure that the aerial lift has a current electrical insulation resistance test (for work near power lines).
4. Extend the lift's outriggers onto a stable surface or pads.

##### ***OPERATIONS OF LIFT***

1. Only trained personnel will operate an aerial lift. Personnel will be trained by a qualified person.
2. Employees not engaged in high-voltage work will stay a minimum of 10 feet from overhead power lines. High voltage workers will de-energize or insulate power lines while using specialized personal protective equipment and tools.
3. Stand on the floor of the bucket or lift platform. Do not stand on or lean over guardrails. Occupants of articulating lifts will wear a harness and lanyard attached to the inside of the bucket.
4. Do not exit the bucket or lift platform once in the elevated position.

##### ***GENERAL REQUIREMENTS***

1. Do not move the aerial lift while the bucket or platform is extended.
2. Do not exceed the safe work load capacity. Check the operator's manual for the specified safe load.
3. Do not use planks, ladders or other devices to extend the height potential.
4. Do not use the aerial lift as a crane or other lifting device.

**Training:** Operators must be trained in accordance with the requirements outlined in OSHA. The training must be administered by a qualified person and must include an overview electrical, fall, or falling object hazards. The user must also demonstrate the proper operation of the lift.

Jim Haley  
Associate Vice President - Facilities