



UNIVERSITY OF WYOMING

**AERIAL WORK PLATFORMS AND SCISSOR LIFTS**



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### I. INTRODUCTION

The University of Wyoming (UW) is committed to protecting the health and safety of students, employees, faculty, and volunteers at the various UW facilities. Therefore, it is UW's policy that personnel utilizing aerial work platforms and/or scissor lifts must adhere to applicable manufacturer's guidelines and requirements; must comply with applicable regulatory requirements; and must comply with UW Athletic Department procedures, as applicable.

### II. PURPOSE

This Aerial Work Platform and Scissor Lift policy has been developed to reduce the risk of physical injury or property damage in areas where aerial work platforms and scissor lifts are in operation.

### III. SCOPE

This policy applies to UW personnel who utilize aerial work platforms and scissor lifts at UW properties or properties controlled by UW.

### IV. IMPLEMENTATION

Aerial lift and scissor lift platform occupants must have a cell phone or departmental radio (preferably both) to ensure constant communication with ground level/event management personnel.

When operating/utilizing an aerial work platform and/or scissor lift outside, platform occupants must have an instrument to gauge wind speed. Should wind speed exceed the manufacturer's guidelines, the occupant must immediately lower to ground level and exit the platform. Please note that Sports Medicine personnel on-site will have a similar instrument used for monitoring wind speed and tracking weather (for example, lightning, etc.).

If a platform occupant feels unsafe at any time for any reason, the occupant has the sole authority to lower to the ground level and exit the platform without fear of repercussion/reprimand.

#### A. Aerial Lifts

Aerial lifts are a vehicle mounted device, telescoping or articulating, or both which is used to position personnel. They include extensible boom platforms, aerial ladders, articulating boom platforms, vertical towers, or any combination of these.

Only authorized, trained personnel shall operate an aerial lift.

Before using an aerial lift, conduct a pre-start inspection to verify the equipment and its components are in safe operating condition. Follow the manufacturer's Owner's Manual instructions.



# UNIVERSITY OF WYOMING

## AERIAL WORK PLATFORMS AND SCISSOR LIFTS

Complete a work zone inspection to ensure hazards are eliminated before operating the aerial lift.

Boom and basket limits specified by the manufacturer shall not be exceeded.

Aerial lifts may not be “field modified” for use other than that intended by the manufacturer.

Fall protection (harness) must be used with a lanyard attached to the boom or basket when working from an aerial lift. Belting off to an adjacent pole, structure, or equipment while working from an aerial lift is prohibited.

Personnel shall always stand firmly on the basket floor and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

Aerial ladders shall be secured in the lower traveling position by the locking device on the truck cab before the truck is moved for highway travel.

Brakes shall be set and when outriggers are used and shall be positioned on pads or a solid surface.

Wheel chocks shall be installed before using an aerial lift on an incline provided it is safe to use the aerial lift on the incline.

Aerial lifts shall not be moved when the boom is elevated with personnel in the basket, except for equipment which is specifically designed for this type of operation.

Articulating boom and extensible boom platforms (for example, personnel carriers) shall have both platform (upper) and lower controls. Controls must be clearly marked and the lower controls shall not be operated unless permission is obtained from the employee in the lift.

The insulated portion of an aerial lift shall not be altered in any manner that will reduce the insulating value.

Before moving an aerial lift for travel, the boom(s) shall be inspected to ensure the boom is properly cradled and outriggers are in stowed position.

### Training

Aerial lift training, at a minimum, must include:

- Explanations of electrical, fall, and falling object hazards;
- Procedures for managing hazards;
- Recognizing and avoiding unsafe conditions in the work setting;



# UNIVERSITY OF WYOMING

## AERIAL WORK PLATFORMS AND SCISSOR LIFTS

Instructions for correct lift operation (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; and  
Manufacturer's requirements.

### B. Scissor Lifts

Scissor lifts are work platforms used to safely move personnel vertically and to different locations. Scissor lifts are different from aerial lifts because the lifting mechanism moves the work platform straight up and down using crossed beams functioning in a scissor-like fashion. Although scissor lifts present hazards similar to scaffolding when extended and stationary, using scissor lifts safely depends on considering equipment capabilities, limitations and safe practices.

Only authorized, trained personnel are allowed to use scissor lifts.

Scissor lifts must have guardrails installed to prevent personnel from falling [29 CFR 1926.451(g) or 29 CFR 1910.29(a)(3)(vii)].

Ensure the guardrail system is in place before working from the scissor lift.

Only stand on the work platform. Never stand on the guardrails.

Do not overextend from the scissor lift.

Ensure the scissor lift is stable and will not tip over or collapse. Some safe work practices to ensure safe, stable conditions for scissor lift use include:

Follow the manufacturer's instructions for safe movement. Do not move the lift in an elevated position.

Isolate the scissor lift or implement traffic control measures to ensure that other equipment cannot contact the scissor lift.

Select work locations with firm, level surfaces away from hazards that can cause instability (for example, drop-offs, holes, slopes, bumps, ground obstructions, or debris).

When using the scissor lift outside, use only when weather conditions are suitable for safe outdoor operation. Scissor lifts rated for outdoor use are generally limited to wind speeds below 28 miles per hour.

Ensure that safety systems designed to stop collapsing are maintained and not bypassed.



# UNIVERSITY OF WYOMING

## AERIAL WORK PLATFORMS AND SCISSOR LIFTS

Never allow the weight on the work platform to exceed the manufacturer's load rating.

Never allow equipment other than the scissor mechanism to be used to raise the work platform (for example, using a forklift to lift the work platform).

Keep the lift from being struck by other moving equipment on the worksite.

Positioning the scissor lift to avoid crushing or electrocution hazards is important for safe use. Crushing hazards are present in workplaces using scissor lifts and may expose nearby personnel, even those not working on the scissor lift. Personnel must be watchful when:

Moving a scissor lift is near a fixed object.

A moving vehicle and the scissor lift are operating in close proximity.

The scissor lift passes under a fixed object, such as a door frame or a support beam.

Positioning the scissor lift near power lines (electrocution and arc flash can occur even if the scissor lift does not contact a power line).

To safely position a scissor lift:

Implement traffic control measures around the scissor lift to prevent other personnel or vehicles from getting too close.

Use ground guides (spotters) when operating or moving the scissor lift around the workplace.

Select work locations that do not approach electrical power sources (for example, power lines, transformers) by at least ten (10) feet and that do not pose other overhead hazards (for example, other utilities, branches, overhangs, etc.).

If the job task requires work near an electrical source, personnel must have received electrical safety training (29 CFR 1910.269; 29 CFR 1910.333; 29 CFR 1926 Subpart V).

Maintain scissor lifts to ensure that they are safe for use. Manufacturer's maintenance and inspection instructions will generally include how to:

Test and inspect controls and components before each use.

Ensure guardrail systems are in good working condition.



# UNIVERSITY OF WYOMING

## AERIAL WORK PLATFORMS AND SCISSOR LIFTS

Verify that brakes once set will hold the scissor lift in position.

### Training

Scissor lift training, at a minimum, must include:

Manufacturer's instructions for operating the scissor lift vertically and while in transit;  
How to manage materials on the scissor lift, including weight limits;  
Worksite hazards personnel may encounter when working on a scissor lift (for example, contact with electrical wires); and  
Reporting any equipment defects or maintenance needs.

## V. REFERENCES

29 CFR 1910.67  
29 CFR 1926.453