



Environmental Health and Instructional Safety **POLICIES AND PROCEDURES**

AERIAL LIFT OPERATING RULES

To Review the regulatory basis for these rules refer to the California Code of Regulations, section 3648 - Operating Instructions for Aerial Devices:

1. Review the specific lift's Instruction Manual before operating the lift.
2. Before operating the lift inspect the work area for dangerous conditions, uneven surfaces, and overhead obstructions such as power lines. Report unsafe conditions to a supervisor before continuing with a task.
3. When electrical conductors are present while working on the aerial lift, maintain the safe approach distances recommended by the manufacturer.
4. Clear the area below the basket before lowering it to prevent electrical cords, ropes, hoses, etc. from becoming entangled in the equipment.
5. Only CSUF authorized operators trained in aerial lift safety may use such equipment. The training is required every three years as a best management practice.
6. When working in the elevated basket, never rest or support it on or against any structure.
7. Check the lift and its controls each day prior to use. Confirm that they work properly.
8. Never belt off to adjacent poles, structures, or equipment while working on the aerial lift.
9. Always stand firmly on the floor of the basket; do not sit or climb on the edge of it; never use planks, ladders, or other devices while working in it; do not exit the basket unless it is lowered in the resting position.
10. Ensure that workers are secured to the boom, basket, or tub with the use of a body belt or body harness equipped with safety straps or lanyards.
11. Maintain the weight of the basket or boom below the weight rating of the specific lift.
12. Block the wheels and apply brakes if available before using an aerial lift on an incline.
13. Comply with the following while moving an aerial lift with a boom elevated in a working position and with workers in the basket:
 - Ensure that all controls are tested and are operating properly.
 - Survey the proposed travel route immediately prior to the work trip and check for overhead obstructions, traffic, holes in ground, ditches, slopes, etc. Complete the survey on foot when the route is unpaved.
 - Operate lower level controls only after receiving permission from the employee in the basket, except in case of emergency.
 - The elevated employee is wearing a harness attached to the basket or boom.
 - Comply with #14 before moving between specific and distinct work locations.
 - Elevate the basket enough to view the travel route.
14. Before moving an aerial device, inspect the boom(s) or other devices to ensure that they are properly positioned or stowed, except as provided in #13.
15. Wear appropriate personal protective equipment (hard hats, goggles, gloves) during operation of aerial lift.
16. Secure the unit to prevent unauthorized use when it is unattended.
17. Do not attempt to repair or maintain the lift.