



## Aerial Lift Operating Procedures

To Review the regulatory basis for these rules, refer to the California Code of Regulations, Section 3648 and Federal OSHA rules - Operating Instructions for Aerial Devices: Any vehicle-mounted device, telescoping or articulating, used to position personnel.

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. Perform a pre-start inspection on the vehicle components and lift components. Do not operate any aerial lift if components are defective until repaired by a qualified person. Be sure to tag out defective machines.
4. When electrical conductors are present while working on the aerial lift, maintain the safe approach distances recommended by the manufacturer.
5. Clear the area below the basket before lowering it to prevent electrical cords, ropes, hoses, etc. from becoming entangled in the equipment.
6. Only CSUF authorized operators trained in aerial lift safety may use such equipment. **Training is required every three years** as a best management practice.
7. When working in the elevated basket, never rest or support it on or against any structure.
8. Check the lift and its controls each day prior to use. Confirm that they work properly.
9. Never belt off to adjacent poles, structures, or equipment while working on the aerial lift.
10. 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.
11. 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.
12. Maintain the weight of the basket or boom below the weight rating of the specific lift.
13. Block the wheels and apply brakes if available before using an aerial lift on an incline, while also setting the braking system when elevating a person on a planar surface.
14. Comply with the following while moving an aerial lift with a boom elevated in a working position and with workers in the basket:
  - The equipment is specifically designed for this type of operation which should be stated in the operations manual.
  - Communication is kept between the single basket operator and the spotter/vehicle operator.
  - Speed of machine cannot exceed 3 miles per hour.
  - 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.
- Treat all overhead power lines and cables as energized, stay at least 10 feet away.
  - 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.
15. 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.
16. Wear appropriate personal protective equipment (hard hats, goggles, gloves) during operation of aerial lift.
17. Secure the unit to prevent unauthorized use when it is unattended.
18. Do not attempt to repair or maintain the lift.
19. When used, outriggers should be positioned on pads or a solid surface. All outriggers should be equipped with hydraulic holding valves or mechanical locks at the outriggers.
20. Climbers should not be worn while performing work from an aerial device.
21. When an insulated aerial machine is needed, the machine may not be altered in any manner that might reduce its insulating value.

**Responsible Executive:** Vice President for Administration and Finance

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