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- Monitors the overall effectiveness of the program
- Provides centralized record keeping
- Provides certification training
- Conducts material inspections
- Assists with developing work practices
- Provides project monitoring

## Who may I contact to find out more?

You may contact the Environmental, Health Safety & Emergency Management Office at (434) 395-2940, or on our website at <http://www.longwood.edu/safety/index.html>.



ENVIRONMENTAL  
HEALTH AND  
SAFETY SERVICES

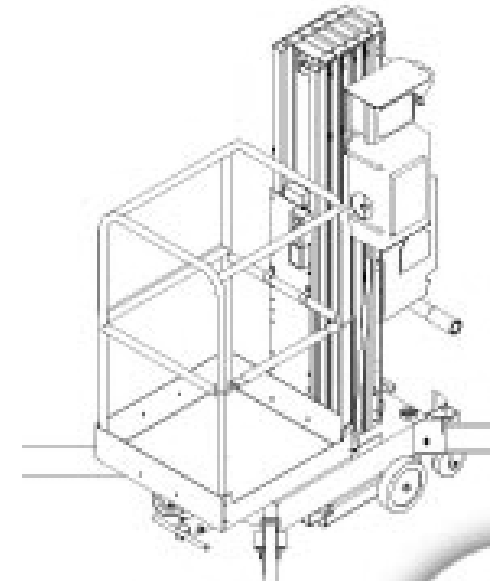
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## Telescoping Aerial Lifts



# Types of Aerial Lifts

There are two basic types of aerial lifts: articulating and telescoping. Articulating aerial lifts have a hinged section in their boom and can reach up and over. Telescoping aerial lifts simply telescope up and down only. At Longwood University, you will be certified on each type, as applicable. Many of the safe work practices discussed pertain to both types of lifts, however, the focus here will be on telescoping lifts.

## Certification

Longwood University requires that all aerial lift operators be certified. This includes a brief classroom discussion on safe use of the lift and operator evaluation. The certification is valid for three years, and each operator will be issued a wallet card to be available upon request whenever the lift is in use. You may have to attend additional training under the following circumstances:

- You operate the lift unsafely.
- You have an accident or near miss involving an aerial lift.
- Your operator evaluation indicates a need for additional training and/or practice.
- A different type of lift is to be used.

## Fall Protection

Telescoping lifts, that have not been illegally altered, have the fall protection system built into them (i.e. the guardrail). There may be some swaying of the lift while elevated, but telescoping lifts do not pose a bounce hazard, as articulating lifts do. Therefore, personal fall arrest or restraint systems are not required for telescoping lifts as long as the following safe work practices are followed.

- Do not stand on the mid-rail.
- Do not sit on the top rail.
- Do not lean through the guardrails.
- Do not extend your working height.
- Do not overreach.
- Always install and use outriggers (if provided) per the manufacturer's instructions.

## Electrical Hazards

Telescoping lifts are generally used indoors, and in most cases, you will not have to be overly concerned with overhead, high voltage, power lines. If electrical hazards are a concern, follow these guidelines:

- For electrical hazards up to 50,000 volts, maintain a clearance distance of 10 feet between the electrical hazard and yourself, any tools/materials you are handling, or the aerial lift itself. (You must have additional, specific training for working closer than 10 feet.)
- Wear a Class G hard hat for voltages up to 1,000, or a Class E hardhat for voltages up to 20,000. It is also recommended that you wear a hard hat whenever there is a possibility of striking your head on objects above you.

## Maximum Capacity

The maximum capacity and number of persons a lift is designed to carry will be indicated on the lift itself. Most telescoping lifts will be rated for one or two people with the maximum weight not to exceed 300-600 pounds. You must check the lift you will be operating to determine the specific guidelines. This maximum capacity is not to be exceeded under any circumstances!

## Pre-use Inspection

Operators should always perform a walk-around inspection prior to using the lift, especially if the lift is used by other personnel and/or departments. Do not use the lift if any of the following are detected:

- damaged, loose, or missing parts,
- fuel level is low, battery is not properly charged, or the electrical cord is in poor condition,
- air, hydraulic, or fuel system leaks,
- loose hoses or wires,
- operating controls are not working properly,
- emergency (ground or auxiliary) controls are not working properly.

## Set Up

Setting the aerial lift up on a hard, solid surface is very important. The lift should be as level as

possible, with many lifts providing an electronic or bubble level indicator on the base of the lift. Again, outriggers must be installed and used properly if the lift was designed to use them.

If the lift is to be used in a high traffic area, whether the traffic is vehicular or pedestrian, you should take a few extra precautions during set up. Always barricade the area below the lift with yellow caution tape to increase visibility and keep pedestrians out of the area below where tools or materials may accidentally be dropped.

## Emergency Use

It is always preferred that another person be in the area where aerial lifts are in use in case of emergencies. If this is not possible, the operator should have some means of communication for summoning emergency personnel; either a two-way radio or cell phone.

In the case of mechanical failure, you should remain in the basket until the lift can be lowered safely. Never attempt to climb down the boom or onto another structure unless there are extenuating circumstances, such as a fire. Most telescoping lifts have simple emergency (ground) controls that are used to lower the lift, and some may have more than one set of ground controls—electrical and hydraulic, for example. It is also important to note that emergency controls should not be used unless permission is given by the operator (except in extenuating circumstances, for example, the operator is not conscious).

## Other Concerns

- Aerial lifts should be maintained and serviced on a regular basis according to the manufacturer's recommendations—usually every six to twelve months.
- Follow the operator's manual for refueling or recharging the aerial lift.
- Aerial lifts should not be used outdoors in high wind situations or if storms are approaching.
- Use the lift only as directed in the operator's manual.
- Do not jump down from the lift when exiting—use the ladder/steps provided.
- No horseplay!